

On-Line VERA/VSIP Application and Process	Employee Completes VSIP Application On-Line	Employees
VERA/VSIP Application Submission Reminder Notice	Employee Reminder to Apply for VERA/VSIP On-Line during Window	RA/AA – HROs/PMOs
SSC VERA/VSIP Employee Notification Official Offer	Notifies Employee Eligible to Separate with VERA/VSIP	Servicing SSC
SSC ERA/VSIP Employee Notification Official No-Offer	Notifies Employee Ineligible for VERA/VSIP Offer	Servicing SSC

**The SSCs also requests your immediate assistance to access the VERA/VSIP application <http://intranet.epa.gov/rtp/2015buyout/> to complete the following:**

- 1) Review the drop down menu for occupational series and identify any that are missing based on your program's proposed package.
- 2) Review the drop down menu for duty location and identify any that are missing based on your program's proposed package. In some cases we only had the names of states, not cities. If you have more specific information on which cities are included in your proposed package, please provide us the name of the city. As an example, the drop down menu includes Alaska; however, we don't know if it is all employees' duty stationed in both Juneau and Anchorage or only one or the other.
- 3) Provide us with the group email box or the name(s) and email address(es) of the employees who should receive the notices when someone in your program applies for the VERA/VSIP.

The SSC is here to support and assist you throughout this process. If you have any questions regarding the templates and issuance to your workforce, please contact me directly or Elaine Jimenez at (702) 798-2402.

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/22/2017 10:01:33 PM  
**Subject:** FW: 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

See what I mean?

**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 3:59 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

Just caught that the summary text indicates no OA report. That can be removed.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) **Ex. 6 - Personal Privacy**

**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 3:58 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

Debbi,

Here is updated sheet to include: AO update, permanent employee count, OIG tab removal,

summary changes and spoke with Vicki finally and R9 tab is good to go.

R,

Gary

Message

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**From:** McNeal, Detha [McNeal.Detha@epa.gov]  
**Sent:** 4/21/2017 12:23:47 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: VERA/VSIP Project

Is this the big project that you mentioned?

-----Original Appointment-----

**From:** Hunt, Loretta  
**Sent:** Thursday, April 20, 2017 6:07 PM  
**To:** Hampton, Torrey; McNeal, Detha; Jones, Gladys; Schulman, Marvin  
**Subject:** VERA/VSIP Project  
**When:** Wednesday, April 26, 2017 10:00 AM-10:30 AM (UTC-05:00) Eastern Time (US & Canada).  
**Where:** WJC East 1422

Please review the guides and video prior to the meeting. Thanks.

<https://www.youtube.com/watch?v=TFH3OrQCvwk>



Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/22/2017 9:49:50 PM  
**To:** Kanet, Audrey [kanet.audrey@epa.gov]  
**CC:** Vaughan, Pat [Vaughan.Pat@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Question about VERA/VSIP Targeted Positions template

Thanks for your call. As mentioned, feel free to connect again if any pieces are troubling. Copying Loretta as our VERA/VSIP SME.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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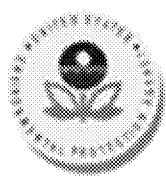
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**From:** Kanet, Audrey  
**Sent:** Monday, May 22, 2017 2:04 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vaughan, Pat <Vaughan.Pat@epa.gov>  
**Subject:** Question about VERA/VSIP Targeted Positions template

Debbi,

I'm working on this template for ORD. I was wondering if targeted positions # means both in the targeted pool and eligible for VERA? I assume it does, but I wanted to double-check.

Thank you



Audrey Kanet  
U.S. EPA | ORD | OARS | HRD  
Management & Program Analyst  
26 Martin Luther King Dr W, Cincinnati, OH 45220  
Phone: (513) 487-2098

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 5/18/2017 9:42:57 PM  
**Subject:** FW: R8's Workforce Reshaping Submission  
VERA VSIP Major Themes - Region 8.xlsx

**From:** Fowler, Joshua  
**Sent:** Thursday, May 18, 2017 5:35 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Vuong, Stephanie <Vuong.Stephanie@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Bohan, Suzanne <bohan.suzanne@epa.gov>; Thomas, Deb <thomas.debrah@epa.gov>  
**Subject:** R8's Workforce Reshaping Submission

Region 8's workforce reshaping submission is enclosed. Please contact me with any questions regarding this submission.

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

[fowler.joshua@epa.gov](mailto:fowler.joshua@epa.gov)

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/19/2017 8:58:36 PM  
**To:** Breneman, Sara [breneman.sara@epa.gov]  
**CC:** Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Organizational Chart  
**Attachments:** Answers to ARA & HR Community V-V Questions

Hello Sara-

You may have missed the information on org charts that Wes sent out last week (see first Q&A attached). We really do try to get back to you guys on your questions! Bottom line is we'd like to see it in PowerPoint and we only need the chart to go down to the organizational level described in your business case=affected organizations. Formatting is up to you—we are trying to make this as easy as possible. Please let us know if you have other questions. Thanks! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Breneman, Sara  
**Sent:** Friday, May 19, 2017 4:33 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>  
**Subject:** Organizational Chart

Hi Debbi,

Do you have any guidance on the format for the organizational chart for the 5/24 submittal? Do you want it to be in bubbles, down to the affected organization (minimum Branches), the whole Region down to each organizational unit, or the whole Region down to the number of positions? What program would you like us to use? Powerpoint?

Have a great weekend!

Thanks,  
Sara

Message

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/11/2017 6:51:49 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: Updated V-V Themes

**From:** Hart, Debbi  
**Sent:** Thursday, May 11, 2017 2:51 PM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: Updated V-V Themes

Each office can get individual sheet. (That we can roll up to agency level—right?)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
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202.564.2011  
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**From:** Kuhns, Jason  
**Sent:** Thursday, May 11, 2017 2:02 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** RE: Updated V-V Themes

Is this expected to be on one sheet, or can each office get an individual sheet to fill out?

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

**From:** Hart, Debbi  
**Sent:** Thursday, May 11, 2017 1:48 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** RE: Updated V-V Themes

By office

# targeted positions, # offers, % of workforce that will receive offers, by appropriation code (get from Dan Coogan) by theme. Let me know if this doesn't make sense. Thanks! (And thanks for returning my notebooks!) D

**From:** Hunt, Loretta  
**Sent:** Thursday, May 11, 2017 12:59 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** Updated V-V Themes

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** McNeal, Detha  
**Sent:** Mon 6/5/2017 6:14:11 PM  
**Subject:** RE: R8's VERA/VSIP Submission

Loretta,

We reviewed Region 8 together. I don't recall there being any issues but I just wanted to confirm that you didn't send them an email. I don't see an email from you but I'm just making sure I didn't overlook anything.

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 1:05 PM  
**To:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: R8's VERA/VSIP Submission

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi  
**Sent:** Wednesday, May 24, 2017 5:12 PM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: R8's VERA/VSIP Submission

Next! #6

**From:** Fowler, Joshua  
**Sent:** Wednesday, May 24, 2017 3:23 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Thomas, Deb <[thomas.debrah@epa.gov](mailto:thomas.debrah@epa.gov)>; Bohan, Suzanne <[bohan.suzanne@epa.gov](mailto:bohan.suzanne@epa.gov)>; Buhl, Rick <[Buhl.Rick@epa.gov](mailto:Buhl.Rick@epa.gov)>; Kortuem, Patrice <[Kortuem.Patrice@epa.gov](mailto:Kortuem.Patrice@epa.gov)>; Bielenberg, Ben <[Bielenberg.Ben@epa.gov](mailto:Bielenberg.Ben@epa.gov)>; Vuong, Stephanie <[Vuong.Stephanie@epa.gov](mailto:Vuong.Stephanie@epa.gov)>  
**Subject:** R8's VERA/VSIP Submission

Good afternoon Debbi,

We have enclosed Region 8's VERA/VSIP Business Case, Targeted Positions Spreadsheet and Organizational Charts. Please contact me if you have any questions or concerns regarding the submission.

Josh Fowler

Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

[fowler.joshua@epa.gov](mailto:fowler.joshua@epa.gov)

303-312-6348 (work)

Ex. 6 - Personal Privacy (cell)

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/5/2017 6:09:51 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** Attention V/V team--

**Importance:** High

Thanks for all your efforts over the past week—I know you were way busy and I can see that we made huge progress. Hooray!

At this point we need to be a very tightly coordinated team. I know that Regions/Programs are tweaking their business cases and numbers, which we plan to bring a stop to shortly. Regardless, we need to be sharing updates across the team. So please share any updates to numbers coming from tweaked business cases or targeted position adjustments with each other and me as they occur so we are all in one giant, seven-person loop. Thanks again and let me know if you have any questions. Debbi

Debbi Hart  
Director  
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202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Cunningham, Bisa  
**Sent:** Wed 5/31/2017 7:27:24 PM  
**Subject:** FW: Question - Are Phased Retirees Eligible for VSIP?  
Employment-as-a-Phased-Retiree-Q-and-A.PDF

FYSA

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: Ex. 6 - Personal Privacy

Email: Cunningham.Bisa@epa.gov

**From:** Cunningham, Bisa  
**Sent:** Tuesday, May 23, 2017 8:36 AM  
**To:** Lancaster, Kris <Lancaster.Kris@epa.gov>  
**Subject:** Question - Are Phased Retirees Eligible for VSIP?

**Are employees currently participating in phased retirement eligible for Voluntary Separation Incentive Payments (VSIP)?**

Yes. An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP consistent with the agency's VSIP authority and any eligibility criteria in 5 U.S.C. chapter 35, subchapter II, and 5 CFR part 576.

**Are employees who elect phased retirement eligible for Voluntary Separation Incentive**

**Payments (VSIP) at the time they enter phased retirement?**

No. An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.

**Is an employee who accepts an offer of voluntary early retirement eligible for phased retirement?**

No, an employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

Bisa Cunningham

Director, Diversity, Recruitment, & Employee Services Division

Environmental Protection Agency

Office of Administration and Resources Management

Office of Human Resources, WJC North (Room 1402 Y/Z)

Office: 202-564-6635

Mobile: Ex. 6 - Personal Privacy

Email: [Cunningham.Bisa@epa.gov](mailto:Cunningham.Bisa@epa.gov)

# **Employment as a Phased Retiree**

## **Overview**

Phased retirement is a new human resources tool that allows full-time employees to work a part-time schedule while beginning to draw retirement benefits. As a phased retiree, the employee is treated as a part-time employee for most employment issues. The following questions and answers are intended to provide clarification on the use of this new authority as it relates to the phased retiree's treatment as a part-time employee. The questions and answers listed here are not meant to be a substitute for reading the regulations. These questions and answers are organized into the following categories:

- Purpose of Phased Retirement
- Entering Phased Retirement
- Effect of Phased Employment
- Mentoring
- Time Limits and Ending Phased Retirement
- Work Schedules
- Leave

## **Purpose of Phased Retirement**

### **What is phased retirement?**

Phased retirement is a human resources tool for Federal agencies to retain employees who would have fully retired, but who are willing to continue in Federal service for a period of time on a part-time schedule while engaging in mentoring. Employees participating in phased retirement will be paid for the part-time service they continue to provide the government and will receive additional credit for that service toward their full retirement. These employees will also begin receiving partial annuity payments, prorated based on the portion of the workweek that they are not scheduled to work.

### **What is the purpose of phased retirement?**

Phased retirement is designed not only to assist agencies with knowledge management and continuity of operations in the short term, but also to prepare the next generation of experts for success. Agencies may use phased retirement as a tool to manage their workforce, promote best practices and share knowledge with less experienced employees. The main purpose of phased retirement is to enhance the mentoring and training of the employees who will be filling the positions or taking on the duties of more experienced retiring employees, but it may also be used for any learning activities that would allow for the transfer of knowledge and skills from one employee to others.

### **Can phased retirement apply to any Federal employee?**

No. Only individuals covered under the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS) are eligible for participation in phased retirement, consistent with the provisions of the implementing statute and regulations.

Employees who qualify for retirement under the retirement provisions for law enforcement officers, firefighters, nuclear materials couriers, air traffic controllers, members of the Capitol Police, members of the Supreme Court Police, and customs and border protection officers (except for certain employees hired as customs and border protection officers prior to July 6, 2008) are excluded from participation in phased retirement.

Also, Federal employees who qualify for retirement under non-CSRS or non-FERS retirement systems (e.g., the Foreign Service retirement system) are ineligible for participation in phased retirement under these provisions.

### **Who is eligible for phased retirement?**

In general, the employee must have been employed on a full-time basis for not less than the 3-year period ending on the effective date of entry into phased retirement status. The employee must also be a retirement-eligible employee, meaning an employee, who if separated from service, would meet specific eligibility criteria for retirement.

For CSRS employees, participation is limited to persons:

- Eligible for an immediate retirement with at least 30 years of service, and
- Who are at least age 55 or who have at least 20 years of service and who are at least age 60.

For FERS employees, participation is limited to those persons:

- Eligible for an immediate retirement with at least 30 years of service, and
- Who have attained their minimum retirement age (between ages 55 and 57 depending on year of birth) or who have at least 20 years of service and who are at least age 60.

## **Entering Phased Retirement**

### **May an agency delegate the authority to approve requests to enter phased retirement?**

Yes, the authority to approve requests for phased retirement may be delegated within the agency.

### **Are employees entitled to participate in phased retirement?**

No, participation in phased retirement is not an employee entitlement. Participation is voluntary and requires the consent of the employee and the employing agency. An employee must receive written approval from his or her employing agency to participate in phased retirement.

### **Must agencies have written plans or criteria established before their employees can participate in phased retirement?**

Yes. Agencies must have written criteria in place before the agency can allow its employees to participate in phased retirement.

### **What kinds of conditions or criteria should agency written plans include?**

Written plans should address the criteria that will be used to approve requests and any process or procedures needed to implement the program within the agency. The plan may include but is not limited to the following information:

- Criteria that will be considered when approving requests;
- Designation of officials with authority to approve requests;
- Use of time limits as a condition of approval of requests;
- Positions or geographic locations that may be included or excluded; and
- Process for handling multiple requests when the agency is unable to approve all requests received.

### **Is an agency required to explain the criteria it will use to approve or deny phased retirement applications?**

Yes, an agency must provide employees written guidance on the criteria that will be used to approve or deny phased retirement applications.

### **What criteria should an agency consider when approving a request to enter phased retirement?**

Any decision to approve or deny a request should be based on a sound business case and uphold merit system principles. Considerations should include but are not limited to:

- Have collective bargaining obligations been met regarding the use of this program?
- Is a part-time work schedule appropriate for the employee's position?
- Is the employee willing and able to meet the mentoring requirement?
- Can management identify appropriate mentoring activities for the employee to perform?
- How will the employee's change in work schedule affect the work unit's ability to meet goals and objectives?
- Will operational needs require the employee to work in excess of a 50% work schedule?

### **Does an agency have the discretion to determine whether it will implement the phased retirement program?**

Yes, the implementing statute provides agencies with discretion as to whether the agency will implement phased retirement. However, agencies' decisions related to the implementation of phased retirement are subject to collective bargaining requirements. Some matters relating to the implementation of phased retirement, which may be subject to collective bargaining, include procedures and arrangements for adversely affected employees.

### **Can an employee appeal an agency's decision to deny the employee's application for phased retirement?**

An agency's denial of an employee's application for phased retirement is not an appealable adverse action under 5 U.S.C. chapter 75. Depending on the agency's administrative grievance procedures, a denial of an employee's application for phased retirement may be grievable. Further, for bargaining unit employees, the agency's collective bargaining agreement may also provide a method for challenging certain management decisions.

### **How many hours can a phased retiree work?**

The number of hours a phased retiree can work must be equal to one-half the number of hours the phased retiree would have been scheduled to work had he or she remained in a full-time work schedule.

**The Federal Employees Part-time Career Employment Act of 1978 (5 U.S.C. chapter 34) defines part-time work as employment of 16 to 32 hours per week. Phased retirement limits part-time employment to 20 hours per week. Can an individual work 32 hours a week and participate in phased retirement?**

No. The Federal Employees Part-time Career Employment Act does not apply to employees in phased retirement. All phased retirees will work on a half-time tour of duty (i.e., 40 hours per biweekly pay period).

**Are agencies required to “advertise” phased retirement opportunities within their workforces?**

No, agencies are not required to advertise phased retirement opportunities. Employees eligible for phased retirement may request participation in phased retirement at any time.

**If there are more individuals willing to elect phased retirement than the agency/organization is willing to grant, on what basis does the agency determine which employee(s) get to participate in phased retirement?**

The agency has the discretion to determine the criteria used to approve requests to enter phased retirement. The agency should create criteria that allow for a fair and equitable determination of who will be approved to participate in phased retirement. The criteria used to determine which employee(s) get to participate in phased retirement may be subject to bargaining for employees represented by a labor organization.

**How does an agency document an employee’s phased retirement election under these provisions?**

Documentation of phased retirement elections under this authority can be found in The Guide to Processing Personnel Actions; chapter 30. The Guide is available on the OPM website at: <http://www.opm.gov/feddata/gppa/gppa.asp>

**Which codes should agencies use on the Standard Form (SF) 50 when processing actions under this authority?**

Entering Phased retirement:

- If the employee is CSRS eligible:
  - The Nature of Action code (NOAC) is 615;
  - The authority code is SAB;
  - And the authority is 5 USC 8336A(c)(7)
- If the employee is FERS eligible:
  - The Nature of Action code (NOAC) is 615;
  - The authority code is SAC;
  - And the authority is 5 USC 8412a(b)(6)

## **Effect of Phased Employment**

**When an employee elects phased retirement, is he or she moved into a different position, or will the individual continue to encumber the same position?**

The individual remains in the same position and simply changes his or her tour of duty.

**May a phased retiree hold two half-time jobs?**

No, a phased retiree may not be appointed to more than one position at the same time.

**May the beginning of phased retirement coincide with a change in position or even a move to a different agency?**

Yes, as long as there is no break in service, this would be possible, though unusual.

**When an employee elects phased retirement, can the employing agency back-fill the phased retiree's position on a full-time basis?**

No, the agency cannot back-fill the position on a full-time basis because the phased retiree would continue to encumber the current position until fully retiring. The agency could, however, fill the position on a part-time basis so that the total time of both employees equals 80 hours per pay period.

**How are phased retirees different from re-employed annuitants?**

Individuals in phased retirement remain employees while working a 50% schedule and receiving a phased retirement annuity. Re-employed annuitants are retirees who have entered full retirement and have been rehired by an agency. In contrast, an individual in phased retirement has not separated from employment and is treated the same as other part-time employees in most cases.

**Would entering phased retirement affect the bargaining unit status of the employee?**

Whether an employee is in a particular bargaining unit depends on the bargaining unit's description found in the Certification of Representative issued by the Federal Labor Relations Authority. Phased retirees are part-time employees. Therefore, it is possible that a phased retiree's bargaining unit status could change, for example, if full-time employees are covered by that particular bargaining unit's Certification of Representative, but part-time employees are excluded from that bargaining unit. Disputes pertaining to the scope of a Certification of Representative are resolved by the Federal Labor Relations Authority.



**Is there a limitation on the number of times an individual can enter phased retirement status?**

Yes, an individual can only enter phased retirement status one time. The ending of phased retirement status or the entering of full retirement status does not create a new opportunity for the individual to elect phased retirement status again.

**Under what conditions can a phased retiree return to regular employment status?**

A phased retiree may, with the permission of an authorizing agency official, return to regular employment status provided that:

- the employee submits a written and signed request, using an OPM-approved form, to an authorizing agency official, and
- the authorizing agency official signs the request

The employing agency must notify OPM that the phased retiree's status has ended by sending a copy of the signed approval (within 15 days of approval) to: [phasedret@opm.gov](mailto:phasedret@opm.gov)

**Does a phased retiree have the same due process rights as they did before entering phased retirement?**

A phased retiree is considered a part-time employee, and thus any adverse action based on performance or conduct problems would provide a phased retiree with the same due process rights as were applicable before the employee entered phased retirement. Certain rights provided as a result of an employee's bargaining unit status could change if, as described above, the employee's bargaining unit status changes as a result of transition to part-time status.

**May an employee in phased employment move to a position in another agency or accept a detail to a different position or another agency?**

Yes, an employee in phased employment may move to a position in a different agency or accept a detail to another position or agency. If the employee accepts a position in a different agency and wants to continue participation in phased retirement the new agency must approve participation in phased retirement prior to the transfer.

**How are phased retirees considered for purposes of a Reduction in Force (RIF)?**

For purposes of a RIF, phased retirees are treated the same as any other part-time employees. Additional information on RIF is available in 5 CFR part 351.

**Are employees who elect phased retirement eligible for Voluntary Separation Incentive Payments (VSIP) at the time they enter phased retirement?**

No. An employee entering phased retirement is not separating from Federal employment and is not eligible for a VSIP.

**Are employees currently participating in phased retirement eligible for Voluntary Separation Incentive Payments (VSIP)?**

Yes. An employee leaving phased retirement to separate and enter full retirement may be eligible for a VSIP consistent with the agency's VSIP authority and any eligibility criteria in 5 U.S.C. chapter 35, subchapter II, and 5 CFR part 576.

**Is an employee who accepts an offer of voluntary early retirement eligible for phased retirement?**

No, an employee who accepts an offer for voluntary early retirement is not eligible for phased retirement.

**Is an employee participating in phased retirement eligible to receive a salary offset (dual compensation) waiver?**

No, an employee participating in phased retirement is not eligible to receive a salary offset (dual compensation) waiver, because he or she is not subject to the salary offset (dual compensation) restrictions.

**Which codes should agencies use on the Standard Form (SF) 50 when processing a phased retiree's return to regular employment?**

Returning to regular employment:

- If the employee is CSRS eligible:
  - The Nature of Action code (NOAC) is 616;
  - The authority code is SAD;
  - And the authority is 5 USC 8336a(g)
- If the employee is FERS eligible:
  - The Nature of Action code (NOAC) is 616;
  - The authority code is SAE;
  - And the authority is 5 USC 8412a(g)

## **MENTORING**

### **Is a phased retiree required to mentor the successor to his or her position?**

Mentoring the potential successor to the phased retiree's position is just one potential way that the mentoring requirement could be met. The agency and employee may choose from any learning activities that would allow for the transfer of knowledge and skills from one employee to others.

### **Is a phased retiree required to be participant in a formal mentoring program to meet the mentoring requirement?**

Being a participant in a formal mentoring program is just one potential way that the mentoring requirement could be met. The agency and employee may choose from any learning activities that would allow for the transfer of knowledge and skills from one employee to others.

### **Can a phased retiree mentor more than one person?**

Yes. The agency and the retiree have the discretion to determine if it will be appropriate for the phased retiree to mentor more than one person.

### **What happens if the phased retiree decides to fully retire before the person being mentored is fully trained?**

The agency would have to find another way to complete the mentee's training, just as they would outside of the phased retirement program.

### **May an agency waive the mentoring requirement?**

An authorized agency official may waive the mentoring requirement in the event of an emergency or other unusual circumstances (including active duty in the armed forces), when the authorized agency official determines that the event or circumstance would make it impracticable for a phased retiree to fulfill the mentoring requirement.

### **Does OPM have any resources available to assist agencies and phased retirees with the development of mentoring activities?**

Information on developing mentoring programs and activities is available on OPM's website at <http://www.opm.gov/wiki/training/Mentoring-and-Coaching.ashx>.

## **Time Limitations Ending Phased Retirement**

### **Can an agency require a time limitation for an employee entering phased retirement?**

Yes, an agency may establish a time limitation as a condition of approving an employee's request to enter phased retirement. The time limitation must be expressed in writing as required by 5 CFR 831.1713(d) or 5 CFR 848.203(d).

### **Is an agency required to use time limitations as a condition of approval?**

No, an agency is not required to use time limitations when approving requests for phased retirement.

### **If an agency does not require a time limitation as a condition of approving participation in phased retirement, may it later require the employee to agree to a time limit?**

Once the agency has approved a request to enter phased retirement the time limitation may only be added at the mutual agreement of the agency and the employee. The agency cannot require an employee to agree to a time limitation after an election of phased retirement has been approved by the agency.

### **Is there a maximum period of time that an employee may spend as a phased retiree?**

No, there is no maximum limitation on the amount of time an employee may spend in phased retirement. However, an agency may limit the time spent in phased retirement by requiring the employee to agree to a time limit as a condition of approval.

### **May an employee in phased retirement who has signed a time limitation agreement voluntarily retire before the expiration date of the agreement?**

Yes, an employee in phased retirement may voluntarily retire at any time.

### **May a phased retiree leave phased retirement and return to regular employment?**

An employee in phased retirement may return to regular employment with the approval of the employing agency. The employee must obtain written approval by submitting Part 2 of the Phased Employment/Phased Retirement Status Election Form SF-3116 to the agency.

### **What happens if a phased retiree's request to return to regular employment is not approved by the agency?**

If an employee's request to return to regular employment is not approved, the employee has the option to continue work as a phased retiree or enter full retirement.

**Is there an appeal process if an agency denies a phased retiree's request to return to regular employment status?**

No, an employee cannot appeal an agency's decision to deny the employee's request to return to regular employment status. However, any issue can be grieved through the agency's administrative grievance process. Depending on the agency's grievance procedures, a disapproval of the phased retiree's request to return to regular employment status may be grievable. Further, for bargaining unit employees, the agency's collective bargaining agreement may also provide a method for challenging certain management decisions. Finally, this disapproval is not an appealable adverse action under 5 U.S.C. chapter 75.

**What happens to an employee in phased retirement when the expiration date of the time limitation agreement occurs?**

When the time limitation agreement expires the employee may:

1. Enter full retirement;
2. Return to regular employment with the approval of the current agency;
3. Transfer to another agency as a phased retiree or return to regular employment upon transfer within three days of the expiration date, subject to the gaining agency's approval; or
4. Enter a new time limit agreement with the agency prior to the expiration date of the current agreement.

## **Work Schedules**

**What is a phased retiree's work schedule?**

As provided by 5 CFR 831.1712 and 848.202, the number of officially established hours per pay period to be worked by an employee in phased retirement status must equal one-half the number of hours the phased retiree would have been scheduled to work had the phased retiree remained in a full-time work schedule and not elected to enter phased retirement status (i.e., 40 hours per pay period). Otherwise, a phased retiree's work schedule is subject to any applicable agency policy or collective bargaining agreement.

**Will a phased retiree be permitted to have a working percentage other than 50 percent?**

As noted in the supplementary information of the proposed rule (see 78 FR 33914), the phased retirement statute permits a working percentage of 50 percent (i.e., a half-time work schedule) and contemplates additional working percentages, at OPM's discretion. Although a working percentage of 50 percent would be the only working percentage permitted under 5 CFR 831.1712, the section has been drafted using general descriptive language to easily allow OPM to

amend the regulations in the future to allow working percentages other than 50 percent, if and when OPM determines that such an amendment is appropriate. Unless and until OPM evaluates the phased retirement program and publishes regulations permitting a different working percentage, a phased retiree will not be permitted to have a working percentage other than 50 percent.

**May a phased retiree vary his or her work schedule from one week to the next?**

Yes, a phased retiree may vary the number of hours he or she works per week within a pay period, but must have a half-time (i.e., 40-hour) schedule per biweekly pay period. Phased retirees must have an established schedule and may not work on an intermittent basis.

**Does a phased retiree receive paid Federal holidays?**

A phased retiree is treated as a part-time employee for the purposes of holiday pay. A part-time employee is entitled to a paid holiday when the holiday falls on a day when he or she would otherwise be required to work or take leave. If a holiday falls on a non-workday, a part-time employee is not entitled to an “in lieu of” holiday.

**May a phased retiree be assigned work hours in excess of his or her fixed part-time schedule?**

No, as provided by 5 CFR 831.1415(h) and 848.205(j), a phased retiree may not be assigned hours of work in excess of the officially established part-time schedule except under the very limited circumstances described in the regulations. (See 5 CFR 831.1415(h) and 848.205(j) for detailed provisions.)

**May a phased retiree participate in an agency’s alternative work schedule program?**

Yes, a phased retiree may participate in an agency’s flexible or compressed work schedule program under subchapter II of 5 U.S.C. 6101 and subpart D of 5 CFR part 610 on the same basis as any other part-time employee.

**May a phased retiree earn credit hours under an agency’s flexible work schedule program?**

Yes, a phased retiree may participate in a flexible or compressed work schedule program on the same basis as any other part-time employee. If an agency’s flexible work schedule program permits credit hours, the agency may approve a phased retiree’s request to work credit hours to be applied to another workday, workweek, or biweekly pay period. (See 5 U.S.C. 6126.) Phased retirees are limited to 40 hours of work in each biweekly pay period, except under very limited circumstances. Therefore, any credit hours resulting from work in excess of 40 hours would have to be applied to a future pay period.

**May a phased retiree be employed in an intermittent status?**

No. An intermittent employee does not have a scheduled tour of duty. A phased retiree must be a part-time employee with a scheduled tour of duty equal to one-half the number of hours the phased retiree would have been scheduled to work had the phased retiree remained in a full-time work schedule and not elected to enter phased retirement status (i.e., 40 hours per pay period).

**Will employees who work uncommon tours of duty be able to elect phased retirement?**

No. By definition, an uncommon tour of duty is a tour that exceeds 80 hours in a biweekly pay period. (See 5 CFR 630.201 and 630.210.) It usually applies only to those receiving standby duty premium pay under 5 U.S.C. 5545(c)(1) or firefighter pay under 5 U.S.C. 5545b. A phased retiree must be a part-time employee with a scheduled tour of duty equal to one-half the number of hours the phased retiree would have been scheduled to work had the phased retiree remained in a full-time work schedule and not elected to enter phased retirement status (i.e., 40 hours per pay period).

**Are the work schedules of a phased retiree subject to collective bargaining?**

Work schedules, meaning the days and hours of work in an employee's regular tour of duty, may be subject to bargaining for employees represented by a labor organization. The negotiability of a particular proposal relating to work schedules of a phased retiree, as for any part-time employee, will depend on the specific facts of each situation.

## **Leave**

### **How much annual and sick leave does a phased retiree accrue per pay period?**

As provided by 5 CFR 831.1715(g) and 848.205(i), except as otherwise expressly provided by law or regulation, a phased retiree is treated like any other employee on a part-time tour of duty for all other purposes. Therefore, leave accrual rates for part-time employees apply to phased retirees. Leave accrual for part-time employees is prorated based on hours in a pay status. (See 5 U.S.C. 6302(c) and 5 CFR 630.303.) All phased retirees will have at least 15 years of service and therefore will be accruing leave at the rate of 1 hour of annual leave for each 10 hours in a pay status and 1 hour of sick leave for each 20 hours in a pay status. (See our [Annual Leave \(General Information\)](#) and [Sick Leave \(General Information\)](#) fact sheets for more information.) A phased retiree with a 50% working percentage who works 40 hours per pay period will earn 4 hours of annual leave and 2 hours of sick leave per pay period.

### **How much annual and sick leave does a phased retiree accrue if he or she works more than 40 hours in a pay period?**

If a phased retiree works more than 40 hours in a particular pay period under the exceptions provided by 5 CFR 831.1715(h) and 848.205(j), he or she may accrue additional leave for that pay period on a prorated basis based on hours in a pay status. For example, if a phased retiree works 20 hours beyond the established 40-hour biweekly work schedule for a total of 60 hours in the pay period, he or she would accrue 6 hours of annual leave and 3 hours of sick leave for that pay period. If a phased retiree has hours in a pay status that are less than the number necessary to accrue additional leave, the employing agency must carry forward those hours into the next pay period and credit them toward the phased retiree's future leave accrual.

### **What is a phased retiree's annual leave ceiling?**

As provided by 5 CFR 630.304, a part-time employee may carry over not more than 240 or 360 hours of annual leave on the same basis that a full-time employee may carry over not more than 30 or 45 days of annual leave into a new leave year. Therefore, the election of phased retirement will not alter an employee's annual leave ceiling.

### **Does an employee receive a lump-sum payment for annual leave upon electing phased retirement?**

An employee does not receive a lump-sum payment for annual leave upon electing phased retirement. The employee's lump-sum annual leave payment would be made in full when the phased retiree fully retires. (See 5 U.S.C chapter 55, subchapter VI, and 5 CFR part 550, subpart L.) Therefore, an employee would maintain his or her annual leave balance upon transition to



phased retirement. The phased retirement statute does not provide a new authority for liquidating annual leave upon an employee's election of phased retirement.

**May an agency grant a phased retiree leave without pay?**

Agencies may approve leave without pay for phased retirees in the same manner as for other part-time employees.

**What happens to an employee's sick leave upon electing phased retirement?**

Sick leave cannot be used in the computation of the phased retirement annuity. However, at full retirement, the unused sick leave will be taken into account. Therefore, an employee would maintain his or her sick leave balance upon transition to phased retirement.

## **Pay**

**How is a phased retiree's pay rate determined?**

A phased retiree's pay rate is determined under the rules of the pay system covering the employee. For example, a phased retiree under the General Schedule is paid based on the applicable grade and step. Gross pay is computed by multiplying the employee's hourly rate of basic pay by the number of paid hours in the employee's work schedule during the pay period.

**May a phased retiree earn within-grade increases?**

As provided by 5 CFR 831.1715(g) and 848.205(i), except as otherwise expressly provided by law or regulation, a phased retiree is treated as any other employee on a part-time tour of duty for all other purposes. Therefore, the normal within-grade increase rules for part-time employees apply to phased retirees. Days of full-time and part-time service are equally creditable towards within-grade increase waiting periods. (See 5 CFR 531.405(a).)

### **May a phased retiree earn overtime pay or compensatory time off in lieu of overtime pay?**

Overtime pay and compensatory time off generally is earned for work in excess of 8 hours in a day or 40 hours in a workweek. (See 5 U.S.C. 5542 and 5 CFR 550.101–113 for FLSA-exempt employees and 5 CFR part 551, subpart E, for FLSA-covered employees.) Phased retirees ordinarily will work only the basic hours in their established part-time schedule and thus will not be performing overtime work. However, work beyond their established part-time schedule is possible under the limited exceptions discussed at 5 CFR 831.1715(h) and 848.205(j). If a phased retiree is allowed to work more than 40 hours in a biweekly pay period under an approved exception, then he or she could receive either overtime pay or compensatory time off under the normal rules for any overtime work in excess of the 40-hour weekly or 8-hour daily overtime threshold.

### **How is a phased retiree compensated for official travel outside of his or her regular working hours?**

Travel time outside of regular working hours generally is not considered hours of work. Therefore, a phased retiree's travel time outside of his or her officially established part-time schedule usually will not cause a violation of the restriction on work hours provided by 5 CFR 831.1715(h) and 848.205(j). If the travel outside of the officially established part-time schedule would be considered hours of work under the applicable rules (see note below), then the travel may be assigned only under the circumstances listed in 5 CFR 831.1715(h) and 848.205(j).

Note: The rules applicable to travel as hours of work depend on whether an employee is covered by or exempt from the Fair Labor Standards Act of 1938 (FLSA), as amended. For FLSA-exempt employees, the crediting of travel time as hours of work is governed under title 5, United States Code. In particular, see 5 U.S.C. 5542(b)(2) and 5544(a)(3) and 5 CFR 550.112(g) and (j). For FLSA-covered employees, travel time is credited if it is qualifying hours of work under either the title 5 rules or under OPM's FLSA regulations. In particular, see 5 CFR 551.401(h) and 551.422.

### **May a phased retiree earn compensatory time off for travel?**

Under 5 U.S.C. 5550b and 5 CFR part 550, subpart N, compensatory time off for travel is earned by an employee for time spent in a travel status away from the employee's official duty station when such time is not otherwise compensable. A phased retiree is eligible to earn compensatory time off for travel under the normal rules.

**May a phased retiree earn compensatory time off for religious observances?**

Under 5 U.S.C. 5550a and 5 CFR part 550, subpart J, an employee, whose personal religious beliefs require the abstention from work during certain periods of time, may elect to perform overtime work to make up for time lost for meeting those religious obligations. A phased retiree may earn and use compensatory time off for religious purposes under the normal rules.

**Are phased retirees eligible to receive law enforcement availability pay?**

No. Law enforcement availability pay (LEAP) recipients may not have part-time work schedules. The LEAP law presumes covered criminal investigators have a 40-hour basic workweek with 8-hour workdays. (See 5 U.S.C. 5545a(a)(3)(A) and (b).)

In addition, employees who have law enforcement officer (LEO) retirement coverage are not eligible for phased retirement. Almost all LEAP recipients have LEO retirement coverage, since they must be criminal investigators who are LEOs as defined in 5 U.S.C. 5541. (See 5 U.S.C. 5545a.)

**Are phased retirees eligible to receive standby duty premium pay?**

No. Standby duty premium pay under 5 U.S.C. 5545(c)(1) applies only to employees who are regularly required to remain at a work location during “longer than ordinary periods of duty” that involve being in standby status for substantial periods. As provided by 5 CFR 550.143(c), “longer than ordinary periods of duty” means more than 40 hours a week. Thus, a phased retiree cannot meet the requirements for standby duty premium pay.

**Are phased retirees eligible to receive administratively uncontrollable overtime pay?**

No. Administratively uncontrollable overtime pay (AUO) pay is designed for employees who are working significant amounts of unscheduled overtime. (See 5 U.S.C. 5545(c)(2).) Thus, a phased retiree should not be receiving AUO pay. In addition, most AUO recipients are law enforcement officers (LEOs) covered by LEO retirement provisions and thus are not eligible for phased retirement.

**Are phased retirees eligible to receive firefighter pay?**

No. Only firefighters who average at least 106 hours per biweekly pay period are eligible for firefighter pay. (See 5 U.S.C. 5545b(a).) Thus, no phased retiree would be able to meet the eligibility requirements for firefighter pay.

Since the phased retirement law requires that an employee be converted from full-time to part-time, 5 CFR 831.1711 and 848.201 make clear that phased retirement may not be elected by

employees covered by a special work schedule authority that does not allow for a regularly recurring part-time schedule, such as a firefighter covered by 5 U.S.C. 5545b.

In addition, employees who have firefighter retirement coverage are not eligible for phased retirement. Almost all firefighters covered by 5 U.S.C. 5545b have firefighter retirement coverage.

**Are phased retirees eligible to receive reservist differential payments?**

Yes. For purposes of reservist differential payments, a phased retiree should be treated like any other part-time employee. Military pay and allowances should be compared to civilian basic pay for the part-time biweekly tour of duty established for leave usage purposes. (See section V.A of OPM Policy Guidance Regarding Reservist Differential under 5 U.S.C. 5538.)

**Would a phased retiree be eligible for severance pay if involuntarily separated?**

No, an employee is not entitled to severance pay if he or she is eligible upon separation for an immediate annuity from a Federal retirement system. (See 5 U.S.C. 5595(a)(2)(iv) and 5 CFR 550.704(b)(5).) Since phased retirees must be eligible for an immediate retirement annuity, they are not eligible for severance pay.

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Vaughan, Pat  
**Sent:** Mon 5/22/2017 8:55:01 PM  
**Subject:** VERA/VSIP Template

Can you let me know who set up the VERA/VSIP template we are all using for submission this Wednesday? We are trying to use it and there is a lock on it that prevents us from scrolling down and viewing things easily.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

**Ex. 6 - Personal Privacy** (cell)

<https://intranet.ord.epa.gov/oars/home>

**To:** Sanders, Amy[Sanders.Amy@epa.gov]  
**Cc:** Kuhns, Jason[Kuhns.Jason@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 3/13/2017 7:19:46 PM  
**Subject:** RE: VERA/VSIP

Hello Amy-

Nice to hear from you. Hope all is going well for you- nice title!

We discussed your question here and think that if mission/priorities shifted, one could revisit a V/V vacated position. However, one would want to properly justify in writing for the record why that conclusion was drawn and most likely update the PD. Make sense? Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Sanders, Amy  
**Sent:** Thursday, March 09, 2017 3:15 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** FW: VERA/VSIP

Debbi/Jason,

We've been having a friendly HR discussion here in Chicago. The OIG report seemed to suggest that we couldn't ever use a bought out position description after a VERA/VSIP. My OPM colleagues I had lunch with the other day said that's not true and the discussions I'm

having with other colleagues are also not confirming that...

## Ex. 5 - Deliberative Process

### Ex. 5 - Deliberative Process

right folks to be asking this to, is there someone you can suggest?

If you're not the

Thanks,

Amy Sanders

Acting, Assistant Regional Administrator

U.S. EPA, Region 5

Resources Management Division

77 W Jackson Blvd

Chicago, IL 60604

Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)

Office: (312) 353-9196

Office Fax: (312) 353-1517

**From:** Baumgarten, Marion

**Sent:** Thursday, March 09, 2017 11:57 AM

**To:** Sanders, Amy <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>

**Subject:** FW: VERA/VSIP

FYI- from the RRB ER/LR Chief.

Marion

**From:** Bitzer, Nancy L. [<mailto:Nancy.Bitzer@rrb.gov>]

**Sent:** Thursday, March 9, 2017 11:40 AM

**To:** Baumgarten, Marion <baumgarten.marion@epa.gov>  
**Subject:** RE: VERA/VSIP

Definitely NOT barred forever. At a minimum, I wouldn't think you would want to post a position "targeted" during the approval period of the VERA/VSIP authority. Nothing in the regs jump out at me though.

**Nancy Bitzer**

Chief, Human Services/Labor Relations

Railroad Retirement Board

844 N Rush Street

Chicago, IL 60611

(p) 312-751-4557

(c) Ex. 6 - Personal Privacy

(f) 312-751-7164

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**From:** Baumgarten, Marion [<mailto:baumgarten.marion@epa.gov>]  
**Sent:** Thursday, March 09, 2017 9:17 AM  
**To:** Bitzer, Nancy L.  
**Subject:** VERA/VSIP

Do you know if there is a time limit after VERA/VSIP before you can fill a position? Is it barred forever?

Marion Baumgarten

Acting Human Capital Officer

U.S. EPA, Region 5

RMD/HCO (MP-10J)

77 W Jackson Blvd

Chicago, IL 60604

Email: [Baumgarten.marion@epa.gov](mailto:Baumgarten.marion@epa.gov)

Office: (312) 886-1330

Office Fax: (312) 353-1517

**How was your HR service today?**

Please take a few moments to complete the HR Customer Service Comment Card at this link:

<https://www.surveymonkey.com/r/RKYRQWY>

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/20/2017 1:57:32 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: V/V communications  
**Attachments:** VERA-VSIP AnnouncementFlynnJune 19 2017 .docx; Talking Points - VERA and VSIP Town Hall Meetings june 19.docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Tuesday, June 20, 2017 8:55 AM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Allen, Reginald <Allen.Reginald@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Butler, Lorraine <Butler.Lorraine@epa.gov>; Carter, Pamela <Carter.Pamela@epa.gov>; Cherry, Katrina <Cherry.Katrina@epa.gov>; Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>; Erickson, Amber <Erickson.Amber@epa.gov>; Feeley, James <Feeley.James@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Graf, Kate <Graf.Kate@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lesperance, Twanna <Lesperance.Twanna@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; McKnight, Giovanna <McKnight.Giovanna@epa.gov>; Miles, Ramona <Miles.Ramona@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Ocampo, William <Ocampo.William@epa.gov>; Porter, Lamar <Porter.Lamar@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; RHRO <RHRO@epa.gov>  
**Subject:** V/V communications

Hi Everyone,

We received the green light to move forward. Here is the current plan. A mass mailer will be sent out at 2PM. I am attaching it for your information. You are free to have your conversations with staff following the release of the mass mailer. Attached are talking points for your use. There is a section you will need to fill in with your own information. Please remember it is considered a formal discussion and you must invite the union. **Please do not share the mass mailer further.**

Thank you for your patience. Please call if you have questions.

Donna



Message

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**From:** McNeal, Detha [McNeal.Detha@epa.gov]  
**Sent:** 6/5/2017 5:54:28 PM  
**To:** Barber, Anthony [Barber.Anthony@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** RE: Region 10 VERA VSIP Business Case

Good afternoon Anthony,

I've reviewed the submission for Region 10. Can you verify the FY 17 Post VERA/VSIP Annual Payroll Cost in the budget table?

Detha McNeal  
Human Resources Specialist  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
(202) 564-6707

---

**From:** Barber, Anthony  
**Sent:** Thursday, May 25, 2017 2:17 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Region 10 VERA VSIP Business Case

Debbi,

I've attached the org chart for R10.

Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit  
Director, Oregon Operations Office  
US EPA Region 10  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 10:04 AM  
**To:** Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Region 10 VERA VSIP Business Case

That's correct- we get that you're not anticipating a reorg but OPM will want to see your org chart regardless. And yes, the level you describe, w/o names and in PowerPoint would be appreciated. Thanks! DH

---

**From:** Barber, Anthony  
**Sent:** Thursday, May 25, 2017 12:27 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Region 10 VERA VSIP Business Case

Hi Debbi,

Sure. We didn't include one since we didn't include any organizational changes in our proposal. Just so I'm clear, and since we have multiple versions of regional org charts with varying details, I'd like to make sure what you need. I am thinking just RA and division/office-level offices. You don't need names but do need it in Powerpoint – correct?

Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit  
Director, Oregon Operations Office  
US EPA Region 10  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 7:23 AM  
**To:** Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Region 10 VERA VSIP Business Case

Tony- Can you please forward us R10's current org chart? Thanks! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Lindsay, Nancy  
**Sent:** Wednesday, May 24, 2017 9:06 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Pirzadeh, Michelle <[Pirzadeh.Michelle@epa.gov](mailto:Pirzadeh.Michelle@epa.gov)>; Opalski, Dan <[Opalski.Dan@epa.gov](mailto:Opalski.Dan@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; Dalrymple, Anne <[Dalrymple.Anne@epa.gov](mailto:Dalrymple.Anne@epa.gov)>; Harmon, Russell <[Harmon.Russell@epa.gov](mailto:Harmon.Russell@epa.gov)>  
**Subject:** Region 10 VERA VSIP Business Case

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay  
R10 ARA

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Bogus, Alan[Bogus.Alan@epa.gov]  
**From:** Bogus, Alan  
**Sent:** Mon 3/27/2017 1:59:29 PM  
**Subject:** RE: HCME/ESAT files - email 2 of 2  
[Supporting Documentation - E.zip](#)  
[Supporting Documentation - F.zip](#)

Alan Bogus  
U.S. EPA - Office of Human Resources  
1200 Pennsylvania Ave, NW (MC-3601M)  
WJC East Room 1414C  
Washington, DC 20460  
bogus.alan@epa.gov  
202-564-0228

-----Original Message-----

From: Hunt, Loretta  
Sent: Monday, March 27, 2017 7:28 AM  
To: Bogus, Alan <Bogus.Alan@epa.gov>  
Cc: Hart, Debbi <Hart.Debbi@epa.gov>  
Subject: HCME/ESAT files

Alan,

I just found out the zip files were too large and were never received.

Please break the files up into 4 zip files so I can resend to Ruth.

Thanks.

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
hunt.loretta@epa.gov

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Bogus, Alan[Bogus.Alan@epa.gov]  
**From:** Bogus, Alan  
**Sent:** Tue 6/6/2017 8:37:26 PM  
**Subject:** RE: Looking for Hiring Data  
FY09 HCMR- draft 10-16-09.doc  
EPA FY09 HCMR- FINAL 12-15-09.doc

I am not aware that any T2H data exists prior to the issuance of the HCMR the first was about 2006. I am also not sure when OPM started the T2H initiative and subsequent reporting by agency. However there was an OPM 45-day hiring model and an 80-day end-to-end hiring model.

I attached the final 2009 HCMR and a draft 2009 HCMR....both contain T2H data with different perspectives and with some historical data points some going back to 2004. Subsequent, HCMRs should have updated hiring data.

Let me know, I may be able to track down the 2006 HCMR.

Alan Bogus

U.S. EPA - Office of Human Resources

1200 Pennsylvania Ave, NW (MC-3601M)

WJC East Room 1414C

Washington, DC 20460

bogus.alan@epa.gov

202-564-0228

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 3:36 PM  
**To:** Bogus, Alan <Bogus.Alan@epa.gov>  
**Subject:** RE: Looking for Hiring Data



Alan, management wanted to know if we had any hiring data prior to the standing up of the SSCs (pre-SSC). Probably from around the time Matt was here. If you don't have records back that far, that's fine. Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Bogus, Alan

**Sent:** Tuesday, June 06, 2017 1:33 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** Bogus, Alan <[Bogus.Alan@epa.gov](mailto:Bogus.Alan@epa.gov)>

**Subject:** RE: Looking for Hiring Data

Yes...if you go back to the Human Capital Management Reports, then thereafter, one or two times we sent over information to OPM per their request.

In ALL these instances, we got information from the SSCs to prepare our submittals.

I am not aware that we/OHR used our systems such as Datamart to prepare any submittals.

ITD – OHR was to prepare some Datamart reports for time-to-hire...but I am not aware if this was ever done.

Jason may have some recent submittals...I hope.

Is there a specific need for this time-to-hire data....now??

Alan Bogus

U.S. EPA - Office of Human Resources

1200 Pennsylvania Ave, NW (MC-3601M)

WJC East Room 1414C

Washington, DC 20460

[bogus.alan@epa.gov](mailto:bogus.alan@epa.gov)

202-564-0228

**From:** Hunt, Loretta

**Sent:** Tuesday, June 06, 2017 1:22 PM

**To:** Bogus, Alan <[Bogus.Alan@epa.gov](mailto:Bogus.Alan@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** Looking for Hiring Data

Alan,

Do you have any pre-SSC time to hire data?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Vaughan, Pat[Vaughan.Pat@epa.gov]  
**Cc:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/22/2017 8:11:10 PM  
**Subject:** RE: VERA/VSIP Business Case ?

Hey Pat!

Trying to catch up here... see my responses below in **bold**. Let me know if other questions arise.  
D

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Vaughan, Pat  
**Sent:** Monday, May 22, 2017 1:13 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA/VSIP Business Case ?

Debbi,

On the budget information part of the 2-page business case, in Table B, do you want us to use an estimate of the number of people we think may actually go (which could be as low as Ex 5- Deliberative Process) when figuring these costs? **Yes**. That's how we've done these in the past. Also, in Table A (and B), when you say "# of targeted" are you meaning the number of max offers we have indicated we would allow? **Yes- nice catch! We will try to clarify that in our guidance**. That is a much lower number than how many would be eligible in our targeted areas.

Just out of curiosity....why are we having to address WCF costs with this? **Ask your budget folks! We ran this past OCFO/OMB and they included it.**

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

---

**From:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**Sent:** 4/26/2017 8:35:54 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: V-V "safe positions" [WARNING: DKIM validation failed]

OK...could you send a mtg invite, please (to reserve the time slot)

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]  
**Sent:** Wednesday, April 26, 2017 4:33 PM  
**To:** Mahoney, Michael J  
**Cc:** Hunt, Loretta  
**Subject:** RE: V-V "safe positions" [WARNING: DKIM validation failed]

Thanks—3:00 works. We will call you. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Wednesday, April 26, 2017 2:47 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

Can we talk tomorrow at 1:30 or 3:00?

-mike

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]  
**Sent:** Wednesday, April 26, 2017 2:01 PM  
**To:** Mahoney, Michael J  
**Cc:** Hunt, Loretta  
**Subject:** RE: V-V "safe positions" [WARNING: DKIM validation failed]  
**Importance:** High

Hi Mike-

Any chance we can discuss the issues below? If you have 15 mins today or tomorrow we would love to pick your brain.  
Thanks again- I know it's a busy time. D

---

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Friday, April 21, 2017 4:42 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** Re: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

I'll digest this and circle back with you next week.

Sure, we can talk if you prefer/think that will help

-Mike

Sent from my iPhone

On Apr 21, 2017, at 4:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Mike-

Per my v-mail messages, please see the scenarios below. Also, we would like to hear from you on whether OPM will need to see restructured PDs (for positions maintaining the same series and grade but the duties significantly change) along with the VERA/VSIP submittal to you. We are concerned that we may not have all PDs reclassified timely. Any chance Loretta and I could discuss all of this with you? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hunt, Loretta  
**Sent:** Thursday, April 20, 2017 5:16 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** V-V "safe positions"

Both the VERA and VSIP Guides state:

“ . . . the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions.”

In your response to Mr. Arron Helm on 4/7/17, you stated this is only applicable if the *safe position* will be restructured. However, this seems a bit contradictory since the *safe position* isn't really being targeted for restructuring or downsizing but to allow for the possible placement of the surplus position.

We'd like to discuss the following scenarios that don't involve restructured positions:

### Scenario 1

The organization needs to eliminate five, GS-11/12 343 positions in Division A: Branches B and C. The manager offers V-V to all GS-11/12 343 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates five positions.

### Scenario 2

Employee 1 is in a targeted position but does not want to take V-V. Employee 2 is not in a targeted position but would gladly take the V-V. They are the same grade/same or similar series (i.e., either one could qualify for the other's position). The employees are swapped. Employee 2 receives the V-V, separates and the position is eliminated. Employee 1 continues on in his new position.

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Friday, April 07, 2017 11:15 AM  
**To:** Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

The answer to your first question is...it depends on how your agency describes what it intends to do with the VERA-covered 'safe positions'. If you intend to restructure the position, or fill it at a lower grade level, this can work. If your agency intends to abolish the VERA-covered 'safe positions' then you can't do this because there would be no position to move employees into.

The answer to your second question is...yes, just notice and appeal rights (because everyone in your scenario everyone will be affected or treated equally).

I hope this helps...

-Mike

Sent from my iPad

On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" <[Mark.Reinhold@opm.gov](mailto:Mark.Reinhold@opm.gov)> wrote:



Could someone please respond to these questions from EPA? Please email responses to [helm.arron@epa.gov](mailto:helm.arron@epa.gov)

1. OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions." This sounds like an agency could offer the VERA to basically any employee if they wanted to vacate unaffected positions in order to free up positions to place surplus employees. How does this work if an agency isn't generally allowed to backfill a position 'as-is' that is vacated due to VERA?
2. Administrative Furloughs of greater than 22 work days (30 days): When all employees in a competitive area are subject to a furlough of this length and for the same number of days, what does it mean to "apply RIF procedures"? Is it merely the fact that the agency would have to follow the notice requirements and provide the appeal rights described in 351?

Mark Reinhold  
*Associate Director, Employee Services*  
*and Chief Human Capital Officer*  
[mark.reinhold@opm.gov](mailto:mark.reinhold@opm.gov)

*To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.*

Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/11/2017 3:41:34 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA's Workforce Reshaping Efforts (for OMB)

Close hold—new competitive areas??

---

**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 9:41 AM  
**To:** Bloom, David <Bloom.David@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** EPA's Workforce Reshaping Efforts (for OMB)

DAVID/CAROL --- Here is information to share with Mike Hickey --- let me know if you have any questions. Thanks.

EPA is currently considering and preparing for strategic workforce reshaping options to effectively and efficiently align the agency's workforce with current or anticipated requirements. This includes:

Use of VERA/VSIP

- The agency's senior leadership is currently identifying themes for a potential FY2017 VERA/VSIP proposal.

Initial Preparation Efforts Associated with a Reduction in Force

- In March, OARM's HR Shared Service Centers began a review and validation of Performance Ratings for all employees covering the last four years. This included identifying and tracking down any missing ratings and ensuring that all ratings had been properly entered into our personnel management system.
- OARM conducted research and reviewed revised OPM issuances regarding Reduction in Force and Workforce Restructuring.
- OARM consulted with the Office of Personnel Management regarding the RIF process, Competitive Areas and Competitive Levels, as well as opportunities to engage assistance from OPM should we enter into a RIF process.
- The Agency reviewed its RIF Policy and competitive areas.
- The Agency has established new competitive levels in order to effectively run a Reduction in Force.
- In 2013 several EPA HR Operations and Policy staff attended Reduction in Force Training provided by the USDA Graduate School. The Agency is exploring training opportunities with the USDA Graduate School and/or Office of Personnel Management for additional employees.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

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Message

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**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/22/2017 7:50:30 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Question about VERA/VSIP Targeted Positions template

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

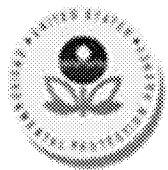
---

**From:** Kanet, Audrey  
**Sent:** Monday, May 22, 2017 2:04 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vaughan, Pat <Vaughan.Pat@epa.gov>  
**Subject:** Question about VERA/VSIP Targeted Positions template

Debbi,

I'm working on this template for ORD. I was wondering if targeted positions # means both in the targeted pool and eligible for VERA? I assume it does, but I wanted to double-check.

Thank you



Audrey Kanet  
U.S. EPA | ORD | OARS | HRD  
Management & Program Analyst  
26 Martin Luther King Dr W, Cincinnati, OH 45220  
Phone: (513) 487-2098

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Thur 5/18/2017 6:08:10 PM  
**Subject:** FW: V/V Table  
Copy of Region 6 summary VERA VSIP Major Themes (2).xlsx

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Coleman, Sam  
**Sent:** Thursday, May 18, 2017 2:01 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>  
**Subject:** FW: V/V Table

FYI

Samuel Coleman, P.E.

Deputy Regional Administrator

EPA Region 6

[coleman.sam@epa.gov](mailto:coleman.sam@epa.gov)

214.665.2100 Ofc

214.665.3110 Direct

214.789.2016 Cell

**From:** Coleman, Sam  
**Sent:** Thursday, May 18, 2017 12:52 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** V/V Table

Attached are Region 6's estimates of the number of V/V offers we would accept by theme and appropriation. If you have any questions please contact me or James McDonald.

Samuel Coleman, P.E.

Deputy Regional Administrator

EPA Region 6

[coleman.sam@epa.gov](mailto:coleman.sam@epa.gov)

214.665.2100 Ofc

214.665.3110 Direct

214.789.2016 Cell

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/27/2017 12:48:55 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA VSIP Applications Received - Final Number

---

**From:** Showman, John  
**Sent:** Thursday, July 27, 2017 8:29 AM  
**To:** Flynn, Mike <Flynn.Mike@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA VSIP Applications Received - Final Number

Here are the final numbers ...

The final VERA/VSIP numbers are below.

**Ex. 5 - Deliberative Process** applications have been received agency-wide.  
Below is the breakdown by SSC and then by Program/Region.

ALL by HR SSC

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**



**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Fowler, Joshua  
**Sent:** Thur 5/11/2017 2:58:47 PM  
**Subject:** Saved Position Question from R8

Hi Loretta,

If we decided to refill a saved position that was vacated during V/V, how quickly does it have to be done. Does the position have to be refilled during the V/V period (i.e. by the end of FY). We know the intent is to refill positions simultaneously, but my management is wondering if there would actually be time to do so, depending on when the V/V is implemented. Is there any grace period allowed?

Thanks,

Josh Fowler

Acting Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

[fowler.joshua@epa.gov](mailto:fowler.joshua@epa.gov)

303-312-6348 (work)

720-287-9266 (cell)

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/22/2017 7:24:26 PM  
**Subject:** FW: VERA/VSIP Business Case ?

Can you please field this one? First answer is yes and I think second answer is yes it should be

## Ex. 5 - Deliberative Process

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Vaughan, Pat  
**Sent:** Monday, May 22, 2017 1:13 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA/VSIP Business Case ?

Debbi,

On the budget information part of the 2-page business case, in Table B, do you want us to use an

## Ex. 5 - Deliberative Process

Just out of curiosity ....why are we having to address WCF costs with this?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

**To:** Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]  
**Cc:** Parker, Gary[parker.gary@epa.gov]  
**From:** Atkinson, Ryan  
**Sent:** Thur 7/27/2017 11:54:24 AM  
**Subject:** RE: Question on VERA/VSIP

I agree, this is the first we're hearing about this in RTP.

Ryan Atkinson

Deputy Director

US EPA, HRMD, RTP

Phone: 919-541-2425

Fax: 919-541-1360



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**From:** Engebretson, Lizabeth  
**Sent:** Wednesday, July 26, 2017 5:11 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>

**Subject:** RE: Question on VERA/VSIP  
**Importance:** High

Loretta,

## Ex. 5 - Deliberative Process

Regards,

Liz

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 26, 2017 1:57 PM  
**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: Question on VERA/VSIP  
**Importance:** High

Are the SSCs aware

## Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vaughan, Pat

**Sent:** Wednesday, July 26, 2017 4:52 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** Question on VERA/VSIP

# Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

**To:** Smith, Susan[Smith.Susan@epa.gov]  
**Cc:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]  
**From:** McNeal, Detha  
**Sent:** Mon 6/5/2017 4:32:19 PM  
**Subject:** RE: OLEM VERA/VSIP SUBMISSION

Good morning Susan,

I have reviewed OLEM's package and just have one concern regarding the budget summary sheet. Please verify the numbers in the FY 17 column of Table B for accuracy, particularly lines D and F. The numbers as noted don't seem to add up correctly. I think perhaps the error is with line D.

Detha McNeal

Human Resources Specialist

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

(202) 564-6707

**From:** Smith, Susan  
**Sent:** Thursday, May 25, 2017 7:44 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Breen, Barry <Breen.Barry@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** OLEM VERA/VSIP SUBMISSION

**Importance:** High

Dear Donna,

In response to your request of April 17, 2017, attached are the following materials to support OLEM's proposal for VERA/VSIP authority:

1. Excel Spreadsheet of Targeted positions and max. offers by OLEM office
2. Current FY17 OLEM Organizational Chart
3. Projected FY18 OLEM Organizational Chart
4. OLEM's VERA/VSIP Proposal
5. OLEM's VERA/VSIP Budget Summary

If you have questions or need additional information, please feel free to contact me at 202-564-6656 or the Acting Principal Deputy Assistant Administrator, Nigel Simon, at 202-564-6629.

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)



202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

**From:** Hart, Debbi

**Sent:** Tuesday, May 23, 2017 4:45 PM

**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>

**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Subject:** FW: EPA Workforce Reshaping Information

**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's

current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

HI Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

**To:** Vaughan, Pat[Vaughan.Pat@epa.gov]  
**Cc:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Schulman, Marvin[Schulman.Marvin@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 6/9/2017 1:45:02 PM  
**Subject:** RE: VERA/VSIP - Volunteer question

You're right—I don't know. Let me check in on this.

**From:** Vaughan, Pat  
**Sent:** Friday, June 09, 2017 9:18 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA/VSIP - Volunteer question

Debbi,

I don't know if you can answer this or not. Can an employee accept the VERA/VSIP and then come back to work as a volunteer with no pay (for example in our Science Emeritus program)?

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

**To:** Kuhns, Jason[Kuhns.Jason@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/19/2017 8:12:49 PM  
**Subject:** FW: OW Table of Revised V/V Themes  
OW VERA VSIP Major Themes v3.xlsx

Only



**From:** Torrez, Alfredo  
**Sent:** Friday, May 19, 2017 4:08 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Best-Wong, Benita <Best-Wong.Benita@epa.gov>; Stevens, Robert <Stevens.Robert@epa.gov>  
**Subject:** OW Table of Revised V/V Themes

As requested, the Office of Water's table of revised V/V themes and corresponding appropriations is attached. Please feel free to contact me if you have questions.

Alfredo Torrez, Associate Director and

OW Program Management Official

Management and Operations Staff

Office of Water, Office of the Assistant Administrator

U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)

Phone: (202) 564-6621 Mobile:

Fax: (202) 564-0500

Email: [torrez.alfredo@epa.gov](mailto:torrez.alfredo@epa.gov)

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Message

---

**From:** Milton, Laura [Milton.Laura@epa.gov]  
**Sent:** 5/31/2017 12:43:54 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Badalamente, Mark [Badalamente.Mark@epa.gov]  
**Subject:** FW: Help with tables

Marvin/Loretta, please help.

Row A. Pre-VERA.VSIP Annual Payroll Cost – is this the payroll of our total targeted population?  
Row F. Post VERA/VSIP Annual Payroll Cost – is this our total payroll minus the payroll associated with the max number of V/Vs?  
(and same, but with WCF for Rows G and H?)

I'll work it up that way. The bottom line numbers should work out to be the same I think since the savings are set to those positions.

I used the info below to try to fill it out originally which is why the row F seemed to be duplicative.

Laura Milton, PMO  
Administrative Management Division  
OECA/Office of Administration and Policy  
US Environmental Protection Agency  
Phone: 202-564-6017  
[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 23, 2017 4:19 PM  
**To:** Milton, Laura <Milton.Laura@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Help with tables

Laura,

Are you asking what number to use for your cost and/or savings estimates? You should use the maximum number of V/Vs your organization will approve (overall cap), not the total targeted population.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Milton, Laura  
**Sent:** Tuesday, May 23, 2017 3:46 PM



**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** Help with tables

Hi Loretta, several of us have been talking about the second table of payroll relate info and may need your help. I understand that we need to show the expected savings but need help identifying the universe of positions for the pre-VERA/VSIP and post-VERA/VSIP rows. I was planning to use the total number of people in the pool of targeted positions but another AAship thought those should just reflect the number of positions we propose to offer. This table is different and much less clear than the ones used previously so I appreciate any guidance you can provide.

Sent from my Windows Phone

Message

---

**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/5/2017 3:48:44 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: OITA V?V  
**Attachments:** VERA-VSIP summary proposal May 2017.docx

---

**From:** Cherry, Katrina  
**Sent:** Friday, May 05, 2017 11:44 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** OITA V?V

*Katrina*

Katrina D. Cherry, Director  
Office of Management and International Services  
Office of International and Tribal Affairs  
202-564-2478 (desk)  
202-565-1962 (fax)

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 4/10/2017 3:10:25 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Internal VERA/VSIP checklist  
**Attachments:** VERA and VSIP Requests .docx

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Curtis, Lewis  
**Sent:** Tuesday, November 05, 2013 12:50 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Internal VERA/VSIP checklist

I made a few changes. This is a good conversation/thinking document as to what is needed in a request.

-Lewis

---

**From:** Hunt, Loretta  
**Sent:** Monday, November 04, 2013 5:55 PM  
**To:** Curtis, Lewis  
**Cc:** Hart, Debbi  
**Subject:** Internal VERA/VSIP checklist

Lewis,

I think I've captured the major areas of concern. Please review and provide feedback.

Thanks.

Loretta L. Hunt  
HR Specialist  
Human Resources Policy Division  
U.S. EPA  
Phone: (202) 564-6963 Fax: (202) 564-7879  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/5/2017 4:31:17 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Review of V/V Business Cases

Been reviewing resubmissions.

Tried to get into the SP site to update my areas but I keep getting a message that its "locked" – which I take to mean that someone else has it "open"

WILL update my results...the beat goes on

Marvin

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 10:24 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** Review of V/V Business Cases  
**Importance:** High

Marvin/Detha,

Reviewing the cases and entering the status on the tracker is your priority for today. Donna is asking for the status of reviews. Thanks.

## Ex. 6 - Personal Privacy

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/24/2017 7:28:35 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Subject:** FW: Region 5 VERA/VSIP input  
**Attachments:** R5 VV Business Case.5-24-17.docx; Attachments 1 and 2 - EPA Region 5 Org Charts.5-24-17.pptx; Attachment 3 - R5 Targeted Positions.5-24-17.xlsx

R5 for five.

---

**From:** Sanders, Amy  
**Sent:** Wednesday, May 24, 2017 2:55 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** Region 5 VERA/VSIP input

Debbi,

Please find attached R5's VERA/VSIP input. As previously mentioned, our word document exceeds two pages, as we are not targeting a small number of series/grades, instead we have ☐ distinct (by grade, series, title, work unit, skill set) descriptions. We want to ensure that those distinctions are preserved (either on a spreadsheet or in the write up), if there is a final VERA/VSIP approved to move forward to OPM, to ensure maximum flexibility post VERA/VSIP to meet mission needs. Please contact Sara Breneman with any questions/edits at 312-886-0243 or [breneman.sara@epa.gov](mailto:breneman.sara@epa.gov).

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 3:45 PM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

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Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

**To:** Parker, Gary[parker.gary@epa.gov]  
**Cc:** Kuhns, Jason[Kuhns.Jason@epa.gov]; Willig, Jeanine[willig.jeanine@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/22/2017 5:43:59 PM  
**Subject:** RE: V/V ROLL UP

Reach out to Julie Kutzke for clarification ASAP.

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 1:37 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Kuhns, Jason <Kuhns.Jason@epa.gov>; Willig, Jeanine <willig.jeanine@epa.gov>  
**Subject:** V/V ROLL UP

Debbi,

## Ex. 5 - Deliberative Process



Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 5/30/2017 10:42:03 PM  
**To:** Monroe, Scott [Monroe.Scott@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Kutzke, Julie [Kutzke.Julie@epa.gov]  
**Subject:** RE: OAR's VERA/VSIP proposal

Hey Scott – let me try...

The payroll costs shown in D are zero.

If you took your current payroll costs and subtracted the payroll costs for the projected V/V positions, the remaining salary costs (equal to your remaining workforce) should equal D.

Similarly, if you took for current WCF costs in G, and subtracted the WCF costs for the employees who take the buyout, the remaining WCF costs would equal H.

So then  $G - H$  (the WCF costs for V/V projected separations) + I (to account for the WCF funds for your new hires which you are adding back in) should equal J.

...Does that help?

Loretta – if I missed something, please chime in – thanks!

Marvin

---

**From:** Monroe, Scott  
**Sent:** Tuesday, May 30, 2017 5:13 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Kutzke, Julie <Kutzke.Julie@epa.gov>  
**Subject:** RE: OAR's VERA/VSIP proposal

Hi Loretta,

The budget numbers we offered reflected savings from all 20 taking the buyout, minus the cost of backfilling 5 of the 20. We thought that would appropriately reflect the cost savings, is that not the case?

Scott

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 12:21 PM  
**To:** Monroe, Scott <Monroe.Scott@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: OAR's VERA/VSIP proposal  
**Importance:** High

Scott,

A minor concern about OAR's submission:

- In re: to the budget chart (rows D & H), comparing it to the targeted population chart, you have identified some positions that would be eliminated if vacated. So, on the budget chart, there would be potential savings for salary, benefits and WCF for FY18 and FY19.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Monroe, Scott  
**Sent:** Wednesday, May 24, 2017 4:13 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Shaw, Betsy <[Shaw.Betsy@epa.gov](mailto:Shaw.Betsy@epa.gov)>; Kutzke, Julie <[Kutzke.Julie@epa.gov](mailto:Kutzke.Julie@epa.gov)>; Monroe, Scott <[Monroe.Scott@epa.gov](mailto:Monroe.Scott@epa.gov)>  
**Subject:** OAR's VERA/VSIP proposal

Hi Debbi,

Please find attached documents constituting OAR's VERA/VSIP proposal, as requested by Acting Assistant Administrator Donna Vizian on April 17. We are not sending organization charts as explained in the proposal. Please contact me or Julie Kutzke (564-2989) with questions or if you need further information.

Scott Monroe  
Program Management Official  
Office of Air and Radiation  
Mail Code 6101A  
Clinton North Room 5435A  
tel: 202-564-1271  
fax: 202-501-0600

Message

---

**From:** McNeal, Detha [McNeal.Detha@epa.gov]  
**Sent:** 6/2/2017 5:12:36 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Two issues with Region 1.

1.  
2.

## Ex. 5 - Deliberative Process

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 11:13 AM  
**To:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Subject:** FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

FYA

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Shanahan, Katherine  
**Sent:** Wednesday, May 24, 2017 4:22 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart

Good Afternoon Loretta and Debbi

Attached please find the VERA/VSIP proposal from Region 1. Please let us know if you have any questions.

Kathie

Katherine Shanahan  
Human Resource Manager  
EPA New England Region 1  
617-918-1619

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 4/10/2017 3:08:02 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Guiding Questions for workforce planning  
**Attachments:** Workforce Planning Considerations Nov 2013.docx; Guiding Questions WFP NOV 2013.docx

Hey-

As I'm going through all of the old V/V material, I will be licking some things over to you for consideration in case we want to include as guidance to regions/programs this time around. Some of it may not be as helpful but I'm going conservative to be safe! D

---

**From:** Hart, Debbi  
**Sent:** Monday, November 04, 2013 2:41 PM  
**To:** Freeman, Angela <Freeman.Angela@epa.gov>; Kantrowitz, Susan <Kantrowitz.Susan@epa.gov>  
**Subject:** Guiding Questions for workforce planning

With Angela's edits incorporated. Thoughts? D

Debbi Hart  
Chief, Human Capital Planning Branch  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Engebretson, Lizabeth[Engebretson.Lizabeth@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Carter, Rick[Carter.Rick@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]  
**From:** Bonner, Jerome  
**Sent:** Wed 7/26/2017 11:33:02 PM  
**Subject:** Re: Question on VERA/VSIP - Payroll and Leave Estimates

Loretta

As with Liz, I was not aware of this initiative. Do you know who if someone was contacted in each SSC?

Thanks  
JB

Sent from my iPhone

On Jul 26, 2017, at 6:17 PM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

FYI

I heard back from OCFO. Please see below.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Terris, Carol

**Sent:** Wednesday, July 26, 2017 6:11 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Subject:** RE: Question on VERA/VSIP - Payroll and Leave Estimates

Hi Loretta,

Yes we are working on this with a very limited set of contacts, and discussed the approach with Debbi Hart. We need to know costs for individual budget lines to plan for incentive and potentially annual leave. We know the lists are not yet final but can't get the funding placement done in time unless we start early. We also password protected each organization's list separately to protect confidentiality.

thanks

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 26, 2017 5:20 PM  
**To:** Soward, Ruth-Alene <[Soward.Ruth-Alene@epa.gov](mailto:Soward.Ruth-Alene@epa.gov)>; Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Callewaert, Michael <[Callewaert.Michael@epa.gov](mailto:Callewaert.Michael@epa.gov)>; Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: Question on VERA/VSIP - Payroll and Leave Estimates  
**Importance:** High

Can one of you confirm or deny this request has been given to programs/regions?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vaughan, Pat

**Sent:** Wednesday, July 26, 2017 4:52 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** Question on VERA/VSIP

I'm being told that OCFO has released the names of the applicants for VERA/VSIP to the various programs/regions and is asking that we do payroll and leave estimates on them. I want to be sure this is a request that we have been given the green light to reply to. I had been keeping the names of the applicants confidential as they may choose to withdraw, and eligibility has not even been determined yet. If we are ok to do this, fine, but just seemed odd.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>



Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 5/30/2017 10:17:26 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** V/V question

Hey Loretta. A few folks today asked if SES positons could be included. I know a few years ago R9 included but reduced its SES number by the ☐. The question now is could they restructure. Wondering if you know the thought process from the last round. Here is what I sent to Mike this afternoon.

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process** Please let me know what you think.

Message

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/23/2017 8:20:06 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Workforce Assignment

She printed it all out and put it in a folder. John told me.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Gray, Linda  
**Sent:** Thursday, March 23, 2017 3:42 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** RE: Workforce Assignment

I gave the attached documents to John and Donna.

**Linda R. Gray**  
Director, Office of Human Resources  
Office of Administration and Resources Management  
Environmental Protection Agency  
(202) 564-4606 phone  
(202) 564-4613 fax

**From:** Hunt, Loretta  
**Sent:** Wednesday, March 22, 2017 6:28 PM  
**To:** Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Workforce Assignment

Linda, per today's meeting.

1. VERA/VSIP checklist is attached. This addresses Donna's question about what must be identified (series, grades, locations, etc.) in the agency's business case.
2. Competitive area and level overviews attached.
3. I need clarification on Donna's request about directed reassignments. There isn't a directed reassignment policy per se. The decision to effect a reassignment is a matter of management discretion except that: 1) reassignments to a position with greater promotion potential requires merit promotion procedures; and 2) there are BU implications.

4. Relocation is covered under travel and thus under OCFO's purview. An involuntary relocation is always regarded as "in the interest of the government" and payment of relocation expenses is required. The agency's relocation policy is attached.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Fri 6/2/2017 2:35:24 PM  
**Subject:** RE: OECA's VERA/VSIP materials

This one looks good too!

**From:** Hunt, Loretta  
**Sent:** Friday, June 02, 2017 10:11 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** Fw: OECA's VERA/VSIP materials

FYI

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**From:** Milton, Laura  
**Sent:** Tuesday, May 30, 2017 4:38 PM  
**To:** Hunt, Loretta; Badalamente, Mark  
**Cc:** Schulman, Marvin; Parker, Gary  
**Subject:** RE: OECA's VERA/VSIP materials

## Ex. 5 - Deliberative Process

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

**From:** Hunt, Loretta

**Sent:** Tuesday, May 30, 2017 11:35 AM

**To:** Badalamente, Mark <[Badalamente.Mark@epa.gov](mailto:Badalamente.Mark@epa.gov)>; Milton, Laura  
<[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Cc:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Thursday, May 25, 2017 1:06 PM

**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi

**Sent:** Thursday, May 25, 2017 9:31 AM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Big 8!

**From:** Badalamente, Mark

**Sent:** Wednesday, May 24, 2017 4:14 PM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Starfield, Lawrence <[Starfield.Lawrence@epa.gov](mailto:Starfield.Lawrence@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Subject:** OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

\*\*\*\*\*

Mark Badalamente

**Acting Deputy Assistant Administrator for Management**

**Senior Resource Official (SRO)**

**Senior Information Official (SIO)**

**Office of Enforcement and Compliance Assurance**

**US Environmental Protection Agency**

**William Jefferson Clinton Building**

**Room 3235 South**

**Office: 202-564-4673**

**Mobile: 202-329-0763**



**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Fri 6/2/2017 2:29:02 PM  
**Subject:** RE: VERA VSIP Follow up

Good morning –

I just finished looking this one over. Noticed they had no budgetary data reflected for 2019...but other than that it looked good.

Marvin

**From:** Hunt, Loretta  
**Sent:** Friday, June 02, 2017 10:09 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** Fw: VERA VSIP Follow up

FYI

---

**From:** Graf, Kate  
**Sent:** Friday, June 2, 2017 9:44 AM  
**To:** Parker, Gary  
**Cc:** Cleland-Hamnett, Wendy; Wise, Louise; Morales, Oscar; Berkley, Bruce; Hart, Debbie; Hunt, Loretta  
**Subject:** RE: VERA VSIP Follow up

Gary,

Attached is an updated version of OCSPP's VV plan and spreadsheet that removes SES.

Thanks,

Kate

**From:** Parker, Gary  
**Sent:** Thursday, June 01, 2017 12:54 PM  
**Subject:** VERA VSIP Follow up  
**Importance:** High

With the recent decision below eliminating all SES/SL/ST positions you identify in your V/V plan, will you adjust your numbers based upon this? If so, please let me know and please submit as soon as possible.

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

**From:** Hunt, Loretta  
**Sent:** Thursday, June 01, 2017 11:06 AM  
**To:** RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>; OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Subject:** RE: V/V Follow up  
**Importance:** High

Everyone, an organization asked if the guidance on SES positions also applies to SL/ST positions? The answer is: yes.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

On May 31, 2017, at 11:43 AM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

FYI

---

**From:** Vizian, Donna  
**Sent:** Wednesday, May 31, 2017 11:24 AM  
**To:** 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA  
**Cc:** Hart, Debbi; Hunt, Loretta; Showman, John  
**Subject:** V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,

Donna

**To:** Milton, Laura[Milton.Laura@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Badalamente, Mark[Badalamente.Mark@epa.gov]  
**Cc:** Parker, Gary[parker.gary@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Tue 5/30/2017 8:40:17 PM  
**Subject:** RE: OECA's VERA/VSIP materials

Hey Laura –

Let me look this over and I or Loretta will get back with you

Marvin

X7778

**From:** Milton, Laura  
**Sent:** Tuesday, May 30, 2017 4:39 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: OECA's VERA/VSIP materials

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns. I will wait to hear from you with further instruction re identification of the restructured/eliminated positions, the budget chart and the org chart. Two of our 2210's are IT security positions. We included a brief statement in the submission regarding the restructuring of the 2210 positions; what additional justification is needed?

## Ex. 5 - Deliberative Process

Along with the rest of the federal government, we anticipate restructuring across the organization

as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

**From:** Hunt, Loretta

**Sent:** Tuesday, May 30, 2017 11:35 AM

**To:** Badalamente, Mark <[Badalamente.Mark@epa.gov](mailto:Badalamente.Mark@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Cc:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta

**Sent:** Thursday, May 25, 2017 1:06 PM

**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi

**Sent:** Thursday, May 25, 2017 9:31 AM

**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** FW: OECA's VERA/VSIP materials

Big 8!

**From:** Badalamente, Mark

**Sent:** Wednesday, May 24, 2017 4:14 PM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Starfield, Lawrence <[Starfield.Lawrence@epa.gov](mailto:Starfield.Lawrence@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>

**Subject:** OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions



(including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

\*\*\*\*\*

**Mark Badalamente**

**Acting Deputy Assistant Administrator for Management**

**Senior Resource Official (SRO)**

**Senior Information Official (SIO)**

**Office of Enforcement and Compliance Assurance**

**US Environmental Protection Agency**

**William Jefferson Clinton Building**

**Room 3235 South**

**Office: 202-564-4673**

**Mobile: 202-329-0763**

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Parker, Gary[parker.gary@epa.gov]; Soward, Ruth-Alene[Soward.Ruth-Alene@epa.gov]; Remmers, Janet[Remmers.Janet@epa.gov]  
**From:** Terris, Carol  
**Sent:** Wed 7/26/2017 10:11:05 PM  
**Subject:** RE: Question on VERA/VSIP - Payroll and Leave Estimates

Hi Loretta,

Yes we are working on this with a very limited set of contacts, and discussed the approach with Debbi Hart. We need to know costs for individual budget lines to plan for incentive and potentially annual leave. We know the lists are not yet final but can't get the funding placement done in time unless we start early. We also password protected each organization's list separately to protect confidentiality.

thanks

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 26, 2017 5:20 PM  
**To:** Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Callewaert, Michael <Callewaert.Michael@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: Question on VERA/VSIP - Payroll and Leave Estimates  
**Importance:** High

Can one of you confirm or deny this request has been given to programs/regions?

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vaughan, Pat

**Sent:** Wednesday, July 26, 2017 4:52 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** Question on VERA/VSIP

I'm being told that OCFO has released the names of the applicants for VERA/VSIP to the various programs/regions and is asking that we do payroll and leave estimates on them. I want to be sure this is a request that we have been given the green light to reply to. I had been keeping the names of the applicants confidential as they may choose to withdraw, and eligibility has not even been determined yet. If we are ok to do this, fine, but just seemed odd.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

919-406-4424 (cell)

<https://intranet.ord.epa.gov/oars/home>

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 6/8/2017 7:05:16 PM  
**To:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** A few quick questions about EPA's upcoming V/V submittal

**Importance:** High

Hey Mike!

Hope you guys are you're hanging in there—we are trying! Per my v-mail message, I wanted to ask you a few questions re: our informal submittal. I'd like to mostly lay out how our package is coming together. Do you have a few minutes to discuss with me? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Badalamente, Mark[Badalamente.Mark@epa.gov]  
**Cc:** Schulman, Marvin[Schulman.Marvin@epa.gov]; Parker, Gary[parker.gary@epa.gov]  
**From:** Milton, Laura  
**Sent:** Tue 5/30/2017 8:38:44 PM  
**Subject:** RE: OECA's VERA/VSIP materials  
ALL LOCATIONS Targeted Positions Template VERA AND VSIP ALL no CIs.xlsx

Hi Loretta, here's a quick re-send of the spreadsheet; only the first column was affected. No changes were made to the Retirement Eligibles, VERA or VSIP columns. I will wait to hear from you with further instruction re identification of the restructured/eliminated positions, the budget chart and the org chart. Two of our 2210's are IT security positions. We included a brief statement in the submission regarding the restructuring of the 2210 positions; what additional justification is needed?

The bottom line, as Mark mentioned, is that OECA is dealing with historical shortfalls in our non-pay accounts so we are seeking to eliminate positions to help alleviate that. We are requesting up

## **Ex. 5 - Deliberative Process**

Along with the rest of the federal government, we anticipate restructuring across the organization as we begin to consolidate functions and focus on administration priorities. These discussions are just getting underway federal government-wide so we cannot identify the specific positions/offices that will be affected.

Thanks for your help and guidance!

Laura Milton, PMO

Administrative Management Division

OECA/Office of Administration and Policy

US Environmental Protection Agency

Phone: 202-564-6017

[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 30, 2017 11:35 AM  
**To:** Badalamente, Mark <Badalamente.Mark@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>  
**Cc:** Schulman, Marvin <Schulman.Marvin@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: OECA's VERA/VSIP materials

Mark/Laura,

We have several concerns with the submission:

## Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 1:06 PM  
**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: OECA's VERA/VSIP materials

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 9:31 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: OECA's VERA/VSIP materials

Big 8!

**From:** Badalamente, Mark  
**Sent:** Wednesday, May 24, 2017 4:14 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>  
**Subject:** OECA's VERA/VSIP materials

Donna and Debbi –

Attached are OECA's materials to support our VERA/VSIP proposal. I also want to thank Debbi and Loretta Hunt for their great assistance (and patience) in entertaining our many questions and offering their sound guidance.

I also want to reiterate the request I made at the last DAA brownbag that either the First Assistants or the Acting DAAs/DRAs be given an opportunity to review the submissions (including the proposed justifications) as a group to spot any cross-office issues or potential problems.

Thanks, again!

\*\*\*\*\*

**Mark Badalamente**

**Acting Deputy Assistant Administrator for Management**

**Senior Resource Official (SRO)**

**Senior Information Official (SIO)**

**Office of Enforcement and Compliance Assurance**

**US Environmental Protection Agency**



**William Jefferson Clinton Building**

**Room 3235 South**

**Office: 202-564-4673**

**Mobile: 202-329-0763**

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/10/2017 7:21:34 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA/VSIP FAQs  
**Attachments:** VERA- VSIP FAQ's - Revised 12-31-13.doc

---

**From:** Engebretson, Lizabeth  
**Sent:** Wednesday, May 10, 2017 11:27 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

Debbi,  
I heard your message ... I am searching archive and will forward V/V related items to be of support. Here's an FAQ that was shared. I am looking for the substantive PD change guidance as well.

Regards,  
Liz

---

**From:** Johnson, Sheron  
**Sent:** Thursday, January 02, 2014 7:21 AM  
**To:** Engebretson, Lizabeth J. <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>  
**Subject:** FW: VERA/VSIP FAQs

*Sheron E. Johnson*

Director, Human Resources Management Division-Las Vegas, OARM-CI  
Environmental Protection Agency  
4220 S. Maryland Parkway, Bldg A, Suite 100  
Las Vegas, NV 89119-7528  
(702) 798-2413 (w)  
(702) 798-2416 (f)

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**From:** Helm, Arron  
**Sent:** Thursday, January 02, 2014 5:15 AM  
**To:** Roberts, Suzanne; Ciccarello, Nancy; Johnson, Sheron  
**Cc:** Davis, Cathy  
**Subject:** VERA/VSIP FAQs

Attached are updated FAQs. We would like to forward these to be posted on the OHR Website – I spoke with Debi Hart and she pulled the outdated information off of the OHR Early Out/Buy Out site and we can use that as a central place to post what we think we should relative to VERA/VSIP/Retirement.

These are updated from the last one we did for the Administrator's Office. Please let me know if you are comfortable with these or if you have any suggestions/edits etc.

Thanks.

Arron E. Helm  
Deputy Director  
Human Resources Management Division  
Office of Administration and Resources Management-RTP  
(919) 541-4252



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Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/5/2017 3:16:02 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** McNeal, Detha [McNeal.Detha@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Revised R9 FY17 VERA/VSIP Submittals - One Position Added  
**Attachments:** R9 V-V Business Case Rev 6-03-17 w-MS Comments .docx

**Importance:** High

Good morning Heidi (Sending to you since Vicki is out)

Thanks for the resubmission!

Your charts looked good, but I have a couple of comments regarding your business case.

Questions or concerns, please let me know!

Thanks!

Marvin  
X7778

---

**From:** Hunt, Loretta  
**Sent:** Monday, June 05, 2017 10:38 AM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Subject:** FW: Revised R9 FY17 VERA/VSIP Submittals - One Position Added

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Lane, Vicki  
**Sent:** Saturday, June 03, 2017 5:14 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: Revised R9 FY17 VERA/VSIP Submittals - One Position Added

Sorry, in the Post-VERA/VSIP I forgot to change the number of non-supervisory positions from twenty-one to twenty-two. I added a date for version control.

---

**From:** Lane, Vicki  
**Sent:** Friday, June 2, 2017 6:03 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Strauss, Alexis <[Strauss.Alexis@epa.gov](mailto:Strauss.Alexis@epa.gov)>; Jordan, Deborah <[jordan.deborah@epa.gov](mailto:jordan.deborah@epa.gov)>; McIlwain, Serena <[McIlwain.Serena@epa.gov](mailto:McIlwain.Serena@epa.gov)>; Angelich, Michelle <[Angelich.Michelle@epa.gov](mailto:Angelich.Michelle@epa.gov)>  
**Subject:** Revised R9 FY17 VERA/VSIP Submittals - One Position Added

Hi Debbi and Loretta,

In follow-up to my conversation with Loretta earlier this week, attached is a revised VERA/VSIP Plan for Region 9. The revised plan adds one additional GS-13 STEM position in the Environmental Management Division. The total number of positions being restructured has changed from

Ex. 5 - Deliberative Process

Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]; Bonner, Jerome[Bonner.Jerome@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]  
**Cc:** Jones, Gladys[Jones.Gladys@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]  
**From:** Engebretson, Lizabeth  
**Sent:** Thur 5/4/2017 5:09:58 PM  
**Subject:** RE: Lateral Reassignments to Supervisory Position

Loretta,

I am responding, without the opportunity to discuss with Ryan/Jeremy and Jerome in advance.

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Ryan/Jerome,

Is there such a standard practice in your SSCs? For LV, we would determine quals, and use a supervisory probationary period if the reassigned individual had not previously met the requirement.

Thank you.

Regards,

Liz

## Lizabeth J. Engebretson

Director, Las Vegas HR Shared Service Center  
U.S. Environmental Protection Agency, OARM-Cincinnati

Human Resources Management Division – SSC Las Vegas (Team Vegas)

4220 S. Maryland Parkway, Building A, Suite 100 ♦ Las Vegas, NV 89119-7528

Phone: (702) 798-2432 ♦ Cellular (702) 286-3136 ♦ Fax: (702) 798-2416 ♦ Email: [engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)

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**From:** Hunt, Loretta

**Sent:** Wednesday, May 03, 2017 4:06 PM

**To:** Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Engebretson, Lizabeth <[engebretson.lizabeth@epa.gov](mailto:engebretson.lizabeth@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>

**Cc:** Jones, Gladys <[Jones.Gladys@epa.gov](mailto:Jones.Gladys@epa.gov)>

**Subject:** FW: Lateral Reassignments to Supervisory Position

SSC Directors,

I didn't want to answer without knowing your standard practice. Please see Louise's question below. Do you require competition in all such cases or are noncompetitive reassignments processed if the non-supervisory candidate has: 1) previously held a supervisory position in the federal service; and 2) meets quals?

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Kitamura, Louise

**Sent:** Monday, May 01, 2017 10:54 AM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** McClendon, Michelle <[McClendon.Michelle@epa.gov](mailto:McClendon.Michelle@epa.gov)>

**Subject:** Lateral Reassignments to Supervisory Position

Hi Loretta,



Thanks for looking into this. Talent Hub is preparing to launch the Lateral Reassignments module, and we need to ensure we provide appropriate guidance to employees and hiring managers.

My understanding is that a person who is serving in a non-supervisory position cannot apply to a supervisory position (assuming they meet the grade eligibility). Can you help shed some light on whether that is true for all cases, e.g., even if a person had served the probationary period for a supervisor in a previous job.

It would be helpful to have the full explanation so that we can post it on Talent Hub as agency guidelines.

Thanks so much!

*Louise Kitamura*

*Civil Rights, Diversity and Inclusion Advisor (Acting)*

*Office of Water*

*(o) 202-564-1731*

*(c) 202-841-1718*

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/19/2017 5:11:36 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: Question about internal merit promotion and safe positions

Don't worry about completing this. OPM updated their template but the info we are requesting captures all that is needed for our submittal.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Lane, Vicki  
**Sent:** Friday, May 19, 2017 1:06 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Question about internal merit promotion and safe positions

FYI

---

**From:** Shanahan, Katherine  
**Sent:** Thursday, May 18, 2017 7:12 PM  
**To:** Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>; McManus, Catharine <[mcmanus.catharine@epa.gov](mailto:mcmanus.catharine@epa.gov)>; Schwartz, Barbara <[Schwartz.Barbara@epa.gov](mailto:Schwartz.Barbara@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>; Rodriguez, Ray <[Rodriguez.Ray@epa.gov](mailto:Rodriguez.Ray@epa.gov)>; Price, Patricia <[price.patricia@epa.gov](mailto:price.patricia@epa.gov)>; Fowler, Joshua <[Fowler.Joshua@epa.gov](mailto:Fowler.Joshua@epa.gov)>; Lane, Vicki <[Lane.Vicki@epa.gov](mailto:Lane.Vicki@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>  
**Subject:** Question about internal merit promotion and safe positions

Hi Folks

On today's call, Vicki inquired as to how the template we are completing fit with the message that came out a week ago that had an OPM template attached to it. At the time it came up, I could not place the template to which Vicki was referring. In checking after the call, I found this. In case some of you have not seen it, I am sending to all who were on the call.

As background, on the RA call I referenced during our call today, one of the ARA's asked about how a saved position could be filled (see below). Loretta and Debi were also on the call. John said they would check though the question that had been posed. When he provided the answer, he also attached a copy of the template that the Agency is going to have to fill out to help support the answer which he was providing. This is not a template we complete but the information that Loretta and Debi are gathering from us will assist them in completing it. Hope that helps anyone who has not seen this and thanks for raising it Vicki.

Kathie

---

**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 5:25 PM  
**To:** ARA <ARA@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated “safe positions” could be competed.

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

---

**Sent:** Tuesday, May 09, 2017 1:30 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize

reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

The above question is important to have a shared understanding on. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/19/2017 5:08:20 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Question about internal merit promotion and safe positions  
**Attachments:** VSIP request template FINAL.pdf

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Lane, Vicki  
**Sent:** Friday, May 19, 2017 1:06 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: Question about internal merit promotion and safe positions

FYI

---

**From:** Shanahan, Katherine  
**Sent:** Thursday, May 18, 2017 7:12 PM  
**To:** Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>; McManus, Catharine <[mcmamus.catharine@epa.gov](mailto:mcmamus.catharine@epa.gov)>; Schwartz, Barbara <[Schwartz.Barbara@epa.gov](mailto:Schwartz.Barbara@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>; Rodriguez, Ray <[Rodriguez.Ray@epa.gov](mailto:Rodriguez.Ray@epa.gov)>; Price, Patricia <[price.patricia@epa.gov](mailto:price.patricia@epa.gov)>; Fowler, Joshua <[Fowler.Joshua@epa.gov](mailto:Fowler.Joshua@epa.gov)>; Lane, Vicki <[Lane.Vicki@epa.gov](mailto:Lane.Vicki@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>  
**Subject:** Question about internal merit promotion and safe positions

Hi Folks

On today's call, Vicki inquired as to how the template we are completing fit with the message that came out a week ago that had an OPM template attached to it. At the time it came up, I could not place the template to which Vicki was referring. In checking after the call, I found this. In case some of you have not seen it, I am sending to all who were on the call.

As background, on the RA call I referenced during our call today, one of the ARA's asked about how a saved position could be filled (see below). Loretta and Debi were also on the call. John said they would check though the question that had been posed. When he provided the answer, he also attached a copy of the template that the Agency is going to have to fill out to help support the answer which he was providing. This is not a template we complete but the information that Loretta and Debi are gathering from us will assist them in completing it. Hope that helps anyone who has not seen this and thanks for raising it Vicki.

Kathie

---

**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 5:25 PM  
**To:** ARA <ARA@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated “safe positions” could be competed.

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

---

**Sent:** Tuesday, May 09, 2017 1:30 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize

reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

The above question is important to have a shared understanding on. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Kavanagh, Erica  
**Sent:** Wed 5/3/2017 7:18:22 PM  
**Subject:** VERA/VSIP

Loretta,

Thank you for speaking with me earlier this week to answer some of my questions regarding VERA.

I have another question.

**Ex. 6 - Personal Privacy**

**Ex. 6 - Personal Privacy** I don't see anything in the regulations or OPM guidance that prohibits agencies from including those types of positions.

Thank you,

Erica

Erica M. Kavanagh

Director, Human Capital and Solutions

Office of Inspector General

Environmental Protection Agency

Office (202) 566-3049

Cell **Ex. 6 - Personal Privacy**

[Kavanagh.eric@epa.gov](mailto:Kavanagh.eric@epa.gov)



Message

---

**From:** Gantt, Melissa [Gantt.Melissa@epa.gov]  
**Sent:** 4/11/2017 2:09:41 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: Workforce planning materials

Good Morning Ms. Hart

Thank you –

v/r

Melissa

---

**From:** Hart, Debbi  
**Sent:** Tuesday, April 11, 2017 10:06 AM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>; Bell, Matthew <Bell.Matthew@epa.gov>; Gantt, Melissa <Gantt.Melissa@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: Workforce planning materials

FYI—for 11:00.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, April 11, 2017 8:00 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Workforce planning materials

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups.

## Deliberative Process / Ex. 5

**Ex. 5 - Deliberative Process** I've also attached  
OPM's updated V/V guides for those that like the details! ☺ **Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 3/30/2017 8:56:16 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: v1 VERA VISP material.docx  
**Attachments:** v1 VERA VISP material (002).docx

**Importance:** High

Can you take a look real quick look at my suggested edits on this one?

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Cooper, Marian  
**Sent:** Thursday, March 30, 2017 11:54 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** v1 VERA VISP material.docx

Message

---

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 5/16/2017 5:21:34 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: V/V Question

**Importance:** High

FYI—please see Rick’s questions below. Recall that R8 got caught directly backfilling V/V vacated positions last time and Rick consistently asked when the V/V authority ended. Last time we were tracked by OMB (and the IG) to make sure we continued to implement the spirit of the authorities (=keep grade structure low, supervisory ratio up etc.) for a while post V/V. It feels like this round will be different based on conversations with OPM/OMB--that if we have shifts in priorities in the future and can justify and document the need for those positions, we should be okay. Do you agree? (I also don’t think it should necessarily be me offering that position, so let me know if something should come from a higher level.) Thanks in advance for your thoughts. D

---

**From:** Buhl, Rick  
**Sent:** Monday, May 15, 2017 9:26 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** V/V Question

Debbi,

I hope all is well in DC this morning. I have a question on VERA/VSIP that is rather crucial to our conversation within the Region, and I suspect across the agency.

Under what circumstances can we move past the VERA/VSIP decisions and be allowed to fill new positions which may have the same grade/series/FPL. Increase in workload? Change in agency priorities which necessitates a shift in personnel or an investment in positions to accomplish work previously done under a PD that was the subject of a V/V?

As an example, Region 8 does a V/V and targets enforcement attorneys in an effort to reduce the number of attorneys in the region. We complete the V/V by the end of FY17 and 4 positions (enforcement attorneys) are off the books. Hypothetically, in FY19 Region 8 is asked to increase its enforcement efforts, and to do that, we need to increase our enforcement attorney population. We have a standard enforcement attorney PD that we use which facilitates employee management, hiring, etc. Would we be allowed to create and fill new positions to accommodate the work using our standard enforcement attorney PD (same grade/series/FPL)?

Thanks in advance.

Rick

Rick Buhl  
Assistant Regional Administrator, Office of Technical and Management Services  
USEPA Region 8 | 1595 Wynkoop St (8TMS-IO) | Denver, CO 80202-1129  
Office: (303) 312-6920  
***Need a Meeting? Contact Sifa M. Kajiru-Edwards at 303-312-6017***

**To:** Showman, John[Showman.John@epa.gov]; Helm, Arron[Helm.Arron@epa.gov]; Vizian, Donna[Vizian.Donna@epa.gov]  
**Cc:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Tue 2/28/2017 8:51:21 PM  
**Subject:** V/V timeline and costs

Here you go. Let us know if there are questions.

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

## Considerations

# Ex. 5 - Deliberative Process

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



**To:** Hunt, Loretta[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Tue 2/28/2017 8:36:20 PM  
**Subject:** FW: Costs and assumptions

# Ex. 5 - Deliberative Process

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 4/26/2017 3:00:18 PM  
**To:** Hampton, Torrey [hampton.torrey@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** VERA/VSIP  
**Attachments:** VERA report template.pdf; VSIP report template.pdf; Phase II communication notes.pdf; OPM-OMB VERA VSIP Lessons Learned Oct 2014.docx; EPA VERA-VSIP Agency Template.docx; Phase I Communication Documents.pdf

Per today's meeting,

Background materials from previous VERA/VSIP.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hunt, Loretta  
**Location:** WJC East 1422  
**Importance:** Normal  
**Subject:** VERA/VSIP Project  
**Start Date/Time:** Wed 4/26/2017 2:00:00 PM  
**End Date/Time:** Wed 4/26/2017 2:30:00 PM  
[vera\\_guide.pdf](#)  
[vsip\\_guide.pdf](#)

Please review the guides and video prior to the meeting. Thanks.

<https://www.youtube.com/watch?v=TFH3OrQCvwk>

Conf. Ex. 6 - Personal Privacy

Code: Ex. 6 - Personal Privacy

**From:** Hunt, Loretta  
**Location:** Teleconference  
**Importance:** Normal  
**Subject:** VERA/VSIP Planning  
**Start Date/Time:** Wed 5/31/2017 7:00:00 PM  
**End Date/Time:** Wed 5/31/2017 8:00:00 PM

Call-in: Ex. 6 - Personal Privacy

Conf. code: Ex. 6 - Personal Privacy

Agenda

## Ex. 5 - Deliberative Process

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/6/2017 10:55:15 PM  
**To:** McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** FW: Decision on including SES in the V/V

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:50 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>  
**Subject:** RE: Decision on including SES in the V/V

Yes. Ex. 5 - Deliberative Process

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, June 06, 2017 6:48 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Cc:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>  
**Subject:** RE: Decision on including SES in the V/V

Donna,

**Ex. 5 - Deliberative Process**

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:36 PM  
**To:** Robbins, Chris <[Robbins.Chris@epa.gov](mailto:Robbins.Chris@epa.gov)>; Kavlock, Robert <[Kavlock.Robert@epa.gov](mailto:Kavlock.Robert@epa.gov)>; Simon, Nigel <[Simon.Nigel@epa.gov](mailto:Simon.Nigel@epa.gov)>; Breen, Barry <[Breen.Barry@epa.gov](mailto:Breen.Barry@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>;

Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>

**Subject:** Decision on including SES in the V/V

Hi – I am sending to a small group;

**Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

Please let me know if you have any questions.

Thanks

Donna

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/6/2017 10:48:27 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**BCC:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**Subject:** RE: Decision on including SES in the V/V

Donna,

**Ex. 5 - Deliberative Process**

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:36 PM  
**To:** Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Decision on including SES in the V/V

Hi – I am sending to a small group,

**Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

Please let me know if you have any questions.

Thanks  
Donna

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/6/2017 10:39:31 PM  
**To:** McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Subject:** FW: Decision on including SES in the V/V

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 6:36 PM  
**To:** Robbins, Chris <Robbins.Chris@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Breen, Barry <Breen.Barry@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Decision on including SES in the V/V

Hi – I am sending to a small group,

## Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions.

Thanks  
Donna

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/25/2017 5:03:45 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**CC:** Hampton, Torrey [hampton.torrey@epa.gov]  
**Subject:** FW: Final V-V Documents

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Rubel, Robert  
**Sent:** Thursday, May 25, 2017 12:34 PM  
**To:** Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; Pace, Donald <[Pace.Donald@epa.gov](mailto:Pace.Donald@epa.gov)>; Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>  
**Subject:** RE: Final V-V Documents

That's great news, Jason and company. Thank you.

---

**From:** Kuhns, Jason  
**Sent:** Thursday, May 25, 2017 10:53 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; Pace, Donald <[Pace.Donald@epa.gov](mailto:Pace.Donald@epa.gov)>; Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>  
**Subject:** RE: Final V-V Documents

Robert,  
Thank you for the information you provided, I believe we can work with that to obtain the necessary information on our end.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 10:18 AM  
**To:** Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>



**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>  
**Subject:** RE: Final V-V Documents

Robert- Jason is taking a look. Please stay tuned. Debbi

---

**From:** Rubel, Robert  
**Sent:** Wednesday, May 24, 2017 8:07 PM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>  
**Subject:** RE: Final V-V Documents

Good evening, Jason. The RHRO community asked about interdisciplinary positions several times. We came away with the understanding that multi-series pools of targeted positions (such as those that R2 used without a problem in its 2015 V/V) could be accommodated. When I brought up interdisciplinary positions during the half hour joint ARA/RHRO call, Andrea Westenberger responded that the unlocked spreadsheet would provide the needed flexibility. No instructions for a preferred way of capturing them were forthcoming. On an earlier call with the HR community (or the RHRO community, I'm not sure which), Debbi indicated that we shouldn't worry about variations in formatting, that OHR would come up with a way to aggregate the information.

What we are being asked to do now is a real problem. Breaking out the targeted positions in a particular branch by series is possible, but breaking out the maximum number of offers that way is not. In five branches we are opening a single V/V slot per branch to the GS-13s in all occupational series. In some branches, that amounts to three occupational series; in others, it amounts to four series. (We have a sixth branch in which we also cluster series, but in a somewhat different way. Multiple offers are in play there.) For us to do what's being asked would mean that we'd be arbitrarily picking one occupational series to credit with a branch's single offer and we'd be arbitrarily putting a zero in the Max # of Offers column on the sub-rows for the other two or three occupational series found in that particular branch. The template that we've prepared, multi-series clusters and all, is designed to provide our Shared Service Center the basis for determining exactly which employees should and should not be invited to apply for a V/V slot. As such, it is important that it remain part of our formal submission.

What I can offer is the following glimpse inside our multi-series clusters for precise series-specific numbers. I'm hoping this will provide you with sufficient info for the roll-up.

All GS-13s

## Ex. 5 - Deliberative Process

Underground Injection Control (UIC) Program Cluster in DECA-WCB – Mix of GS-12s and 13s  
Seven Employees in Targeted Pool

## Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Barbara and I are both here tomorrow, should you wish to discuss or correspond.

Regards,  
Robert  
212-637-4166

---

**From:** Kuhns, Jason  
**Sent:** Wednesday, May 24, 2017 5:06 PM  
**To:** Manna, Richard <[Manna.Richard@epa.gov](mailto:Manna.Richard@epa.gov)>; Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Final V-V Documents

Thank you for your submission. After reviewing the template for Region 2, we've found we can't effectively roll up some of the rows that were added. Specifically those that combine multiple occ series. Please separate those occ series out individually for roll up purposes. This is not a request to change your overall plans for Region 2, just a change in the layout of the template.  
If you have any questions, just let us know.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Wednesday, May 24, 2017 3:24 PM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** FW: Final V-V Documents

Fourth.

---

**From:** Manna, Richard  
**Sent:** Wednesday, May 24, 2017 2:24 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>; Pace, Donald <[Pace.Donald@epa.gov](mailto:Pace.Donald@epa.gov)>  
**Subject:** Final V-V Documents

Hi Debbi – hope all is well with you. Attached please find our V/V submission as requested. Please let Barbara Pastalove, Robert Rubel or me know if you have any questions.

Rich

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/1/2017 7:17:45 PM  
**To:** Corbett, Krysti [Corbett.Krysti@epa.gov]  
**Subject:** RE: V-V Selection Criteria/Alternate Suggestion

I said pretty much the same thing at the meeting after you left. I hope we can keep this simple.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Corbett, Krysti  
**Sent:** Thursday, June 01, 2017 2:04 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** RE: V-V Selection Criteria/Alternate Suggestion

Thanks, Loretta –

It would certainly be easier to negotiate one standard for all AAships. If different AAships do this differently, this would make negotiations *much* more complicated (and difficult to achieve in the short time frame provided), especially given that this is one of the few negotiable pieces to this process.

However, this is an agency management decision – if the agency determines that different AAships need different processes, we'll be happy to do the best we can with the unions. We would just need each AAship's preference/desired process for union notice/negotiation purposes.

Either way – we'll work towards management's preferred process – just let us know what that is!

---

**Krysti Corbett**  
Director  
Labor and Employee Relations Division  
Desk Phone: (202) 564-6295  
Mobile: (202) 579-1681  
[corbett.krysti@epa.gov](mailto:corbett.krysti@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Thursday, June 1, 2017 11:46 AM  
**To:** Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker,

Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** FW: V-V Selection Criteria/Alternate Suggestion

Krysti,

Donna asked me to: forward Steve Fine's suggestion below; and for us to discuss if this might be an option for all programs/regions who are targeting highly graded positions. I'm not sure Mr. Fine knows selection criteria are negotiable.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Fine, Steven  
**Sent:** Wednesday, May 31, 2017 8:26 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Simon, Harvey <[Simon.Harvey@epa.gov](mailto:Simon.Harvey@epa.gov)>  
**Subject:** RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. This supports our goal of reducing the number of highly graded staff. Other offices might also find that useful. Can you please provide that as an option offices/regions can select or making that the standard approach for offices/regions trying to reduce the number of people in highly graded positions.
- Suggest changing "EPA years of service" to "Federal years of service"

Thanks

Steve

---

**From:** Vizian, Donna  
**Sent:** Tuesday, May 30, 2017 6:12 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>  
**Subject:** V/V Information

Hi Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

**To:** Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]  
**Cc:** Schulman, Marvin[Schulman.Marvin@epa.gov]  
**From:** Hunt, Loretta  
**Sent:** Thur 6/1/2017 3:47:23 PM  
**Subject:** FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)



[AO Approved Targeted Positions Template-Final2.xlsx](#)

FYI

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Lesperance, Twanna

**Sent:** Wednesday, May 31, 2017 5:00 PM

**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>

**Cc:** Allen, Reginald <Allen.Reginald@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>

**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Marvin,

Attached is the modified template per our discussion. Please let me know if you have additional questions or need more changes.

Thanks,

Twanna

***Twanna Lesperance, Assistant Director, AMS, PMO***

***Office of Administrative and Executive Services***

***Office of the Administrator, EPA***

***202-564-0419 (Desk)***

***lesperance.twanna@epa.gov***

**From:** Schulman, Marvin

**Sent:** Wednesday, May 31, 2017 4:23 PM

**To:** Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>

**Cc:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Twanna –

Following up on our brief phone call. Here are the minor notes re AO's

**Business Case**

# **Ex. 5 - Deliberative Process**



# Ex. 5 - Deliberative Process

Approved Targeted Positions

As mentioned in the call,

## Ex. 5 - Deliberative Process

Any other questions, please give me a call

Thanks, Twanna!

Marvin

**From:** Hunt, Loretta

**Sent:** Tuesday, May 30, 2017 12:28 PM

**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>

**Subject:** FW: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

FYA

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Allen, Reginald

**Sent:** Wednesday, May 24, 2017 5:59 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Reeder, John <[Reeder.John@epa.gov](mailto:Reeder.John@epa.gov)>; Lesperance, Twanna <[Lesperance.Twanna@epa.gov](mailto:Lesperance.Twanna@epa.gov)>

**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)

Debbi

Please find attached AO's VERA/VSIP submission.

Best

Reggie

*Reginald E. Allen, SES*

*Assistant Deputy Chief of Staff*

*U.S. Environmental Protection Agency*

*Office 202-564-0444*

*Direct 202-564-1029*

*Cell 202-306-2879*

**From:** Hart, Debbi

**Sent:** Tuesday, May 23, 2017 4:45 PM

**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.

2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-

specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,

Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).

3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year’s submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

-

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/1/2017 3:45:30 PM  
**To:** Corbett, Krysti [Corbett.Krysti@epa.gov]; Coomber, Robert [coomber.robert@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**BCC:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]  
**Subject:** FW: V-V Selection Criteria/Alternate Suggestion

Krysti,

Donna asked me to: forward Steve Fine's suggestion below; and for us to discuss if this might be an option for all programs/regions who are targeting highly graded positions. I'm not sure Mr. Fine knows selection criteria are negotiable.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Fine, Steven  
**Sent:** Wednesday, May 31, 2017 8:26 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Simon, Harvey <Simon.Harvey@epa.gov>  
**Subject:** RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. This supports our goal of reducing the number of highly graded staff. Other offices might also find that useful. Can you please provide that as an option offices/regions can select or making that the standard approach for offices/regions trying to reduce the number of people in highly graded positions.
- Suggest changing "EPA years of service" to "Federal years of service"

Thanks

Steve



---

**From:** Vizian, Donna

**Sent:** Tuesday, May 30, 2017 6:12 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

**Subject:** V/V Information

Hi Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

**Selection Criteria:**

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

Message

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 4/13/2017 5:08:50 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Business Case Checklist

I'm going to grab lunch and then I'll get back to reviewing what you've sent.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi  
**Sent:** Thursday, April 13, 2017 12:51 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: Business Case Checklist  
**Importance:** High

See my comments. I'm heading to first hour of HRC meeting then will call when I'm back.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Hunt, Loretta  
**Sent:** Wednesday, April 12, 2017 5:26 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Business Case Checklist

Debbi,

I tried to merge the two checklists to capture what information must be included in the business case. Once we hear back from OPM or OMB on the budget component, I'll add a bullet.

Also, I just noticed on the second column of the Excel spreadsheet that it says *total non-term employees*. I think it should be *total non-temp employees*.

Some recommended language for Donna's email:

Your program/region's business case should describe the circumstances leading to the request and explain why the region/program believes that VERA and VSIP are the appropriate tools for making the required adjustments

in the workforce. The business case must include a detailed summary of the program/region/agency's personnel and/or budgetary situation that will result in an excess of personnel because of reorganization, transfer of function, or other workforce restructuring or reshaping. The Office of Human Resources has developed the following tools to help programs and regions in this effort {DESCRIPTION OF ATTACHMENTS}.

Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, no later than {DATE}:

- Business case
- Completed targeted positions template
- Current and proposed post V-V organization chart
- Budget information

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 5/16/2017 11:01:35 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V and Standardized PDs

Ask if he's okay with us forwarding this information to organizations.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 6:57 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: V/V and Standardized PDs

What do you think? Can we quote him on this? Don't we owe this answer to Josh Fowler in R8—others too maybe??

---

**From:** Helm, Arron  
**Sent:** Tuesday, May 16, 2017 3:31 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: V/V and Standardized PDs

I don't think the standardized PDs pose a problem.

PDs are not intended to include every duty or task of a position – the standardized include broad overarching responsibilities. There are a couple of options:

## Ex. 5 - Deliberative Process

Also, I think for the most used standardized PDs it is not that big of a deal – they are for things like OSC, RPM, IT Specialist with specific parentheticals etc. For some, like the OSC and RPM they are interdisciplinary – we could just restructure to single series PDs as an option.

## Ex. 5 - Deliberative Process

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 1:12 PM  
**To:** Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>

**Subject:** FW: V/V and Standardized PDs

**Importance:** High

Hey—can you please weigh in on whether a standardized PD can be restructured per OPM requirements? Can't seem to get anything from the SSCs on this issue. Thanks in advance! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Hunt, Loretta  
**Sent:** Tuesday, May 16, 2017 10:45 AM  
**To:** Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>  
**Cc:** Carter, Rick <[Carter.Rick@epa.gov](mailto:Carter.Rick@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

*If the position is vacated under VERA/VSIP, the organization must do one of the following before refilling the position :*

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level.*
- *Change the series of the position.*
- *Significantly change the duties of the position (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant).*

Thoughts?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hunt, Loretta [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1E5B5B67E200442F8ECACFC0EA2B2771-LHUNT]  
**Sent:** 6/1/2017 3:06:42 PM  
**To:** Lesperance, Twanna [Lesperance.Twanna@epa.gov]  
**CC:** Allen, Reginald [Allen.Reginald@epa.gov]  
**Subject:** RE: V/V Follow up

Just received confirmation, yes.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Lesperance, Twanna  
**Sent:** Wednesday, May 31, 2017 12:23 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Cc:** Allen, Reginald <[Allen.Reginald@epa.gov](mailto:Allen.Reginald@epa.gov)>  
**Subject:** Re: V/V Follow up

Hello Loretta,

This the same for SL positions as well, correct? AO has an SL position included in the proposal. Thanks

Respectfully,

Twanna Lesperance, Assistant Director, PMO  
AO, OAES, Administrative Management Staff  
202-564-0419

On May 31, 2017, at 11:43 AM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

FYI

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**From:** Vizian, Donna  
**Sent:** Wednesday, May 31, 2017 11:24 AM  
**To:** 2017HQfirstassistants; 2017Regionfirstassistants; DAA-Career; DRA; ARA  
**Cc:** Hart, Debbi; Hunt, Loretta; Showman, John  
**Subject:** V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,  
Donna

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/14/2017 12:44:41 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**CC:** Kuhns, Jason [Kuhns.Jason@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: V/V Roll Up

Okay

Loretta L. Hunt, Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
(202) 564-6963  
[hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

On Jun 14, 2017, at 8:28 AM, Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)> wrote:

Loretta,

Our roll up data of all V/V inputs. Let's try and sit down together today and discuss for a few moments.

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) 202-253-7099

---

**From:** Parker, Gary  
**Sent:** Tuesday, June 13, 2017 9:36 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** V/V Roll Up

Debbi,

The latest roll up views with graphs. We can discuss when you have a chance.

R,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) 202-253-7099

<20170612 Roll Up Location\_Pay Grades.xlsx>



Message

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**From:** Monroe, Scott [Monroe.Scott@epa.gov]  
**Sent:** 8/1/2017 5:54:16 PM  
**To:** Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Braxton, Marilyn [Braxton.Marilyn@epa.gov]; Cunningham, Dennis [Cunningham.Dennis@epa.gov]; Graf, Kate [Graf.Kate@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]; Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Monroe, Scott [Monroe.Scott@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]; Vaughan, Pat [Vaughan.Pat@epa.gov]  
**Subject:** FW: Update on the new PCA and reporting capabilities  
**Attachments:** Payroll Community Business Needs July 2017 to OCFO.docx

FYI to PMOs: You may want to review the email below and attachment. The budget community is asking OCFO to demo how the Compass/OBIEE regime will meet 7 business needs after CDW is retired. A lot of this overlaps our areas; it depends on how closely you work with your SBO.

Scott Monroe  
Program Management Official  
Office of Air and Radiation  
Mail Code 6101A  
Clinton North Room 5435A  
tel: 202-564-1271  
fax: 202-501-0600

---

**From:** Hyde, Courtney  
**Sent:** Friday, July 28, 2017 12:59 PM  
**To:** Berkley, Bruce <Berkley.Bruce@epa.gov>; Burman, Eric <Burman.Eric@epa.gov>; Coogan, Daniel <Coogan.Daniel@epa.gov>; Fontaine, Tim <Fontaine.Tim@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Hyde, Courtney <Hyde.Courtney@epa.gov>; Logan, Shanita <logan.shanita@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Walker, Kellie <walker.kellie@epa.gov>; Warren, JohnM <Warren.JohnM@epa.gov>; Weckesser, Mike <Weckesser.Mike@epa.gov>; Wilbur, Jennifer <Wilbur.Jennifer@epa.gov>  
**Cc:**  
**Subject:** Update on the new PCA and reporting capabilities

Senior Budget Officers.

I wanted to share with you the attached document created by the Payroll Resource Management Workgroup as well as the update below that is making its way across the resource community from staff to DAAs in the event you receive questions about the new PCA and reporting capabilities currently under development.

We remain extremely concerned that we will not have the ability to efficiently analyze, project, and report on payroll given the quick migration target without an appropriate bridge built between Compass, People Plus, and the HR OBIEE system. Resource folks across the Agency are working very hard to educate and inform the various parts of OCFO about the customer needs when it comes to payroll analytics and projection capabilities. Given exchanges at recent meetings, we wanted to be sure to provide useful scenarios so that OCFO fully understands the range of payroll complexities across the offices and the importance to have effective and accurate reporting tested before the go live date of October 1st. I know a lot of you have been

actively involved with PCA and I want to be sure everyone has the latest information. If you have any questions, please let us know.

Thanks  
Courtney

The budget community understands and supports OCFO's efforts to improve and streamline the payroll process across the agency. A user-driven Payroll Resource Management Workgroup was launched in June 2017, and is comprised of all Regions and NPMs to explain and detail the Agency's payroll resource management needs. Due to Congressional oversight, OMB requirements and Appropriations Law, EPA's payroll resource management needs have remained static and will only become more complex.

During June and July, the Agency workgroup collaborated to outline the universal business needs below for achieving effective payroll resource management on behalf of EPA. These needs will not change on October 1, 2017. The document attached outlines those needs, and includes the following:

- A Definition of the variables used throughout the document.
  - Payroll Business Needs split into subject areas
  - Within each subject area is the following:
1. Business Needs: An explanation of the complete business need for the subject area being discussed
  2. Process: The current process for how to satisfy the business need.
  3. Method to Achieve Results: The specific reports used to satisfy the current business need.
  4. Workload/Time: Metric to measure how much time is spent running reports to achieve results.

The resource management community from all regions and NPMs requests an interactive discussion and demonstration of how each individual business need will be achieved under the new PCA and reporting methodologies. Given the complexity of each business need, the workgroup requests several meetings to discuss each unique business need. It is in all of our interests to be best prepared for the upcoming changes.

Please reach out to Laurel Ajabi from ORD (202-564-5955) and Adina Alpert from OAR (202-564-3108) to schedule the meetings in a timely manner.

Message

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**From:** Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Sent:** 7/10/2017 3:26:16 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** RE: Certified Letters

Not too bad.

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 11:26 AM  
**To:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** RE: Certified Letters

Now we have [REDACTED] Still haven't heard from RTP.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

[REDACTED] (cell)

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**From:** Lemley, Lauren  
**Sent:** Monday, July 10, 2017 10:56 AM  
**To:** Jablonski, Janice <jablonski.janice@epa.gov>  
**Subject:** RE: Certified Letters

OK. Yeah, based on Debbi's email late Friday it looked like nothing was going to happen until at least this afternoon.

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 10:54 AM  
**To:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** RE: Certified Letters

Probably won't happen until tomorrow.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A

Room 3353A WJCN  
(202) 564-9922  
Ex. 6 - Personal Privacy (cell)

---

**From:** Lemley, Lauren  
**Sent:** Monday, July 10, 2017 10:49 AM  
**To:** Jablonski, Janice <jablonski.janice@epa.gov>  
**Subject:** RE: Certified Letters

## Ex. 5 - Deliberative Process

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 10:41 AM  
**To:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** Certified Letters

Looks like we have Ex. 5 - Deliberative Process V/V letter to send (but I don't have all the responses yet). Do you have any certified mail labels and receipts in your desk?

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

---

**From:** Biro, Susan [Biro.Susan@epa.gov]  
**Sent:** 8/4/2017 7:35:36 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**CC:** Franklin, Bruce [Franklin.Bruce@epa.gov]  
**Subject:** Re: For Review - ALJ Eligibility Listing - Need response by COB Monday, August 7

Ok. Sorry. I didn't realize that the next the next email you sent with the password. Yes this is correct. We only have one eligible person Ex. 5 - Deliberative Process

On Aug 4, 2017, at 3:30 PM, Jablonski, Janice <jablonski.janice@epa.gov> wrote:

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

<ALJ Eligibility Listing.8.4.17.xlsx>

Message

---

**From:** Patrick, Kimberly [Patrick.Kimberly@epa.gov]  
**Sent:** 8/4/2017 7:33:56 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**CC:** Legare, Pamela [Legare.Pamela@epa.gov]  
**Subject:** Re: For Review - OAM Eligibility Listing - Need response by COB Monday, August 7

Jan,

Did all of these people actually apply?

Kimberly Y. Patrick, Director  
EPA Office of Acquisition Management  
Office: 202-564-4310  
Mobile: 202-816-1928

On Aug 4, 2017, at 3:29 PM, Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)> wrote:

Attached is your list of V/V eligible applicants. Please review and let me know, no later than Monday, August 7, whether there are any names that you believe should or should not be there. This file contains PII and is therefore password protected. I will send the password in a separate email.

<OAM Eligibility Listing.8.4.17.xlsx>

**To:** Jablonski, Janice[jablonski.janice@epa.gov]  
**From:** Lemley, Lauren  
**Sent:** Mon 7/10/2017 2:55:44 PM  
**Subject:** RE: Certified Letters

OK. Yeah, based on Debbi's email late Friday it looked like nothing was going to happen until at least this afternoon.

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 10:54 AM  
**To:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** RE: Certified Letters

Probably won't happen until tomorrow.

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922

**Ex. 6 - Personal Privacy**

**From:** Lemley, Lauren  
**Sent:** Monday, July 10, 2017 10:49 AM  
**To:** Jablonski, Janice <[jablonski.janice@epa.gov](mailto:jablonski.janice@epa.gov)>  
**Subject:** RE: Certified Letters

Yes, the folder that you left for me before you went to FEI (for shutdown) is still sitting on the bench to the left of my computer.

Lauren Lemley

Office of Resources, Operations and Management, OARM

202-564-1290

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 10:41 AM  
**To:** Lemley, Lauren <[Lemley.Lauren@epa.gov](mailto:Lemley.Lauren@epa.gov)>  
**Subject:** Certified Letters

Looks like we have only one V/V letter to send (but I don't have all the responses yet). Do you have any certified mail labels and receipts in your desk?

Jan Jablonski, Director

Administrative Operations and Stewardship Division

Office of Resources, Operations and Management

Office of Administration and Resources Management

3102A

Room 3353A WJCN

(202) 564-9922



Ex. 6 - Personal Privacy

11)

Message

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**From:** Lemley, Lauren [Lemley.Lauren@epa.gov]  
**Sent:** 7/10/2017 2:49:09 PM  
**To:** Jablonski, Janice [jablonski.janice@epa.gov]  
**Subject:** RE: Certified Letters

Yes, the folder that you left for me before you went to FEI (for shutdown) is still sitting on the bench to the left of my computer.

Lauren Lemley  
Office of Resources, Operations and Management, OARM  
202-564-1290

---

**From:** Jablonski, Janice  
**Sent:** Monday, July 10, 2017 10:41 AM  
**To:** Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** Certified Letters

Looks like we have only one V/V letter to send (but I don't have all the responses yet). Do you have any certified mail labels and receipts in your desk?

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922  
(202) 329-8052 (cell)

Message

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**From:** Jablonski, Janice [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=54F7E998B02C426B9D7579ADDEED0B7D-JJABLONS]  
**Sent:** 7/12/2017 5:59:33 PM  
**To:** Burt, Cynthia [Burt.Cynthia@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]  
**CC:** Lemley, Lauren [Lemley.Lauren@epa.gov]; Lankford, Tracy [Lankford.Tracy@epa.gov]  
**Subject:** RE: POC's for VERA/VSIP

Thanks everybody.

---

**From:** Burt, Cynthia  
**Sent:** Wednesday, July 12, 2017 1:51 PM  
**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>  
**Cc:** Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>; Lankford, Tracy <Lankford.Tracy@epa.gov>  
**Subject:** RE: POC's for VERA/VSIP

Hi, okay will do.

---

**From:** Bonner, Jerome  
**Sent:** Wednesday, July 12, 2017 1:50 PM  
**To:** Burt, Cynthia <Burt.Cynthia@epa.gov>  
**Cc:** Jablonski, Janice <jablonski.janice@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>  
**Subject:** FW: POC's for VERA/VSIP

Hi Cynthia,

Hope all is going well! Please add Lauren Lemley to the POC listing for OARM.

Thanks  
JB

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513.569.7950**  
**Mobile: 513.518.4849**

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---

**From:** Bonner, Jerome  
**Sent:** Monday, July 10, 2017 4:16 PM  
**To:** Lynnann Hitchens ([hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)) <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>  
**Subject:** FW: POC's for VERA/VSIP

FYI

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513.569.7950**  
**Mobile: 513.518.4849**

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---

**From:** Burt, Cynthia  
**Sent:** Friday, June 30, 2017 12:19 PM  
**To:** Lankford, Tracy <[Lankford.Tracy@epa.gov](mailto:Lankford.Tracy@epa.gov)>; Harris, Chanya <[Harris.Chanya@epa.gov](mailto:Harris.Chanya@epa.gov)>  
**Cc:** Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Davis, Cathy <[Davis.Cathy@epa.gov](mailto:Davis.Cathy@epa.gov)>; Martinson, Alice <[Martinson.Alice@epa.gov](mailto:Martinson.Alice@epa.gov)>  
**Subject:** POC's for VERA/VSIP

Hi, you will find attached the list of point of contacts for each Region/AA-ship who would like to be notified whenever an application is submitted. If you have any questions, don't hesitate to contact me.

**Cynthia Burt**  
**Senior Human Resource Retirement/Benefits Specialist**  
**919-541-0309 - Phone**  
**919-541-2186 - Fax**

**US EPA/HRMD**  
**109 T.W. Alexander Drive**  
**MC: C639-02**  
**RTP, NC 27711**

**UPS/FEDEX:**  
**4930 Old Page Road**  
**MC: C639-02**  
**Durham, NC 27703**

If you have Health Benefits, Life Insurance, TSP or new employee processing inquiries:

Please send an email to [ESB-SSC-RTP@epa.gov](mailto:ESB-SSC-RTP@epa.gov) or contact me directly.



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Message

---

**From:** Jablonski, Janice [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=54F7E998B02C426B9D7579ADDEED0B7D-JJABLONS]  
**Sent:** 8/4/2017 7:37:39 PM  
**To:** Mairose, Sue [Mairose.Sue@epa.gov]  
**Subject:** RE: RE: OARM VERA/VSIP Eligibility List

Thanks Sue. Have a good weekend.

---

**From:** Mairose, Sue  
**Sent:** Friday, August 4, 2017 3:00 PM  
**To:** Showman, John <Showman.John@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Cc:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>  
**Subject:** RE: OARM VERA/VSIP Eligibility List

Good afternoon,

Attached is the VERA/VSIP eligibility list for your Program Office. It is based on the targeted position information provided to our office. Per the VERA/VSIP schedule, please have confirmation of your eligibility list returned to me no later than August 8, 2017.

If you have not already done so, please provide me with confirmation that these employees have not received a final removal decision based upon misconduct, or unacceptable performance.

On Wednesday, August 9, 2017, our office will issue offer notices along with related retirement paperwork (as applicable) to eligible employees on the list. We will also notify any employee that was deemed ineligible or is on a "wait list". In our offer letter to selected VERA VSIP applicants, we will instruct them to notify their immediate supervisor as soon as possible if they intend to accept the offer and retire or resign as well as accept the VSIP.

Upon notification to the employees supervisor, we ask that the supervisor or designee submit via FPPS two SF-52's; (1) one for the retirement or resignation and (2) for the incentive payment (VSIP). **As regards the VSIP, it is important that the accounting string for the VSIP be included in the action submitted in FPPS.** We request your assistance in conveying this information to supervisors in your organization.

Our office will also be conducting Adobe Connect sessions to assist employees with the completion of their paperwork as well as separate Adobe Connect sessions to cover all of the necessary retirement counseling information that the employee will need to know (ie: receipt of final pay check and incentive payment; final time keeping codes needed; check out procedures; contact information post retirement; TSP information, etc). Notification of these sessions will be sent via a separate email to employees after they receive their VERA/VSIP offer.

If you have any questions concerning the attached eligibility list or the information above, please feel free to contact me.

Thank you,

*Sue*

Sue Mairose  
Branch Chief, Employee Benefits  
Environmental Protection Agency  
Cincinnati HR Shared Service Center

26 W. Martin Luther King Dr.  
Benefits Branch MS N-132  
Cincinnati, OH 45268  
513-569-7951  
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: [CIN\\_HRSSC\\_Benefits\\_Central@epa.gov](mailto:CIN_HRSSC_Benefits_Central@epa.gov)

**From:** Wheeler, Kimberly  
**Location:** DCRoomARN3330/DC-AR-OARM  
**Importance:** Normal  
**Subject:** EO Discussion (Updated Attachments)  
**Start Date/Time:** Mon 6/12/2017 8:00:00 PM  
**End Date/Time:** Mon 6/12/2017 9:00:00 PM  
[EPA's Plan to Maximize Employee Performance - 6-6-2017 - FINAL.DOCX](#)  
[EPA Order 3151 - Performance Appraisal and Recognition System.pdf](#)  
[Workgroup Agenda june 12.docx](#)  
[GAO-OIG Organization Duplication and-or Efficiency Finding Summary 5-25-....docx](#)  
[Evaluation results relevant to 2017 EPA Reorganization Planning 6-12-17.docx](#)  
[Evaluation results relevant to 2017 EPA Reorganization Planning Executive Summary 6-12-17.docx](#)

## Ex. 6 - Personal Privacy

SharePoint Site - Agency Executive Order  
Leadership Team 2017



**From:** Wheeler, Kimberly  
**Location:** DCRoomARN3330/DC-AR-OARM  
**Importance:** Normal  
**Subject:** EO Discussion  
**Start Date/Time:** Wed 5/24/2017 4:00:00 PM  
**End Date/Time:** Wed 5/24/2017 8:00:00 PM  
[17.4.12 Guidance Memo on Reform - Key Components.docx](#)  
[Agency Reform Plan - Draft Outline.docx](#)  
[Draft Meeting Agenda Executive Order Subgroup on Restructuring and Strea....docx](#)

Attached for our meeting tomorrow are: 1) meeting agenda; 2) a summary of the OMB Guidance on Reform Plans; 3) a straw high-level draft outline/options paper for our Reform Plan.

## **Ex. 6 - Personal Privacy**

**For Michelle Pirzadeh (VTC) - R10 Seattle RA 21 Tahoma**

**From:** Westenberger, Andrea

**Location:** **Ex. 6 - Personal Privacy**

**Importance:** Normal

**Subject:** ARA's Call (invited by Nancy Lindsay/ARAs)

**Start Date/Time:** Thur 5/11/2017 7:30:00 PM

**End Date/Time:** Thur 5/11/2017 8:00:00 PM

John and Donna – the ARAs are meeting every Thursday to discuss budget/VERA/VSIP topics and would like you to call in at 3:30 ET to discuss VERA/VSIP, as a follow-up to the Tuesday call with ARAs, HROs, and OARM. Kimberly noted that John is available but Donna might not be. If one or both of you can call it, that would be great.

Note: Andrea will be out of the office Thursday morning so if you have any logistics/scheduling questions, please contact David Baker.

**From:** Snyder, Richard J.

**Location:** Ex. 6 - Personal Privacy

**Importance:** Normal

**Subject:** OMB Workforce Reduction CHCOC Update [WARNING: DKIM validation failed]

**Start Date/Time:** Wed 4/12/2017 6:00:00 PM

**End Date/Time:** Wed 4/12/2017 7:00:00 PM

..  
>>

Good afternoon CHCOs and Deputies,

Please join us for a conference call on Wednesday, April 12<sup>th</sup> at 2pm where OMB and OPM will provide a status update on the long-term plan to reduce the size of the Federal workforce that was ordered by Presidential Memorandum on January 23<sup>rd</sup>. We encourage all CHCOs and their Deputies to call-in.

Thank you.

Message

---

**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 6/23/2017 1:47:35 PM  
**To:** Showman, John [Showman.John@epa.gov]  
**Subject:** FW: VERA/VSIP Overview Training  
**Attachments:** VV Webinar Flyer 2017 (003).docx

Thank you – here you go.

---

**From:** Showman, John  
**Sent:** Friday, June 23, 2017 6:42 AM  
**To:** Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>  
**Subject:** FW: VERA/VSIP Overview Training

Your flyer doesn't have days listed ???

---

**From:** Taylor, Jeremy  
**Sent:** Friday, June 23, 2017 9:16 AM  
**To:** Showman, John <Showman.John@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>  
**Cc:** Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: VERA/VSIP Overview Training

Hello John,

Attached is a flyer for each SSC. Let me know if you would like me to consolidate them all into one. Your message mentioned that you were going to display on video boards so I was not sure if a consolidated flyer in word would help.

Thank you,

Jeremy A. Taylor  
OARM-RTP-HRMD  
Director  
919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



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---

**From:** Showman, John  
**Sent:** Friday, June 23, 2017 8:24 AM

**To:** Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>

**Cc:** Amorosi, Joanne <Amorosi.Joanne@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>

**Subject:** FW: VERA/VSIP Overview Training

I want one poster for the video boards that talks about all of the training webinars. This one we got is Cincinnati focused. Can somebody send me and Joanne Amorosi a list of all the trainings so we can get this posted next week. Thanks.

---

**From:** Jablonski, Janice

**Sent:** Friday, June 23, 2017 8:01 AM

**To:** OARM-ALL <OARMALL@epa.gov>

**Subject:** FW: VERA/VSIP Overview Training

Please see the information below and attached regarding information sessions on VERA/VSIP. I hope everyone will be able to attend one of these sessions.

Jan Jablonski, Director  
Administrative Operations and Stewardship Division  
Office of Resources, Operations and Management  
Office of Administration and Resources Management  
3102A  
Room 3353A WJCN  
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

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**From:** Bonner, Jerome

**Sent:** Friday, June 23, 2017 7:57 AM

**To:** Milton, Laura <Milton.Laura@epa.gov>; Smith, Susan <Smith.Susan@epa.gov>; Jablonski, Janice <jablonski.janice@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>

**Cc:** Badalamente, Mark <Badalamente.Mark@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Simon, Nigel <Simon.Nigel@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Mick, David <Mick.David@epa.gov>

**Subject:** VERA/VSIP Overview Training

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary

by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

**Teleconference Information:**

## **Ex. 6 - Personal Privacy**

**Adobe Connect Information:**

**URL is:** <http://epawebconferencing.acms.com/cinbenefits/>

- **Please sign in as: Guest**

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at [mairose.sue@epa.gov](mailto:mairose.sue@epa.gov) after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

Thank you,

**Jerome W. Bonner**  
**Environmental Protection Agency**  
**Office of Administration and Resources Management - Cincinnati**  
**Director, Human Resources**  
**Cincinnati Human Resources Shared Service Center**  
**Tel: 513.569.7950**  
**Mobile: 513.518.4849**

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# SHARED SERVICE CENTER – LAS VEGAS ANNOUNCEMENT

**ATTEND OUR  
ONLINE WEBINAR TITLED:**

## **VERA/VSIP Overview Tuesdays and Thursdays beginning June 27<sup>th</sup> thru July 27<sup>th</sup>**

8:15am. to 9:45am (PST)  
12:45pm to 2:15 pm (PST)

11:15am to 12:45pm (EST)  
3:45pm to 5:15pm (EST)

The Human Resources Management Division – Las Vegas invites you to join us as we present a webinar session designed to provide employees with an overview of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) preparation process.

This is an [Adobe Connect](#) web conference session with conference call. Information for the webinar is below.

This is an opportunity for all employees to learn about and how to prepare for Early Out and Buyouts. Optional Retirement included.

**Ex. 6 - Personal Privacy**

URL **Ex. 6 - Personal Privacy**

Sign in as a **Ex. 6 - Personal Privacy**



# **RTP HR Shared Service Center**

## **INVITATION TO ATTEND OUR ONLINE WEBINARS**

### **VERA/VSIP and Retirement Overview**

**Tuesdays and Thursdays beginning  
June 27<sup>th</sup> thru July 27<sup>th</sup>**

VERA/VSIP 9:30 AM (EDT) followed by Retirement Overview 11:00 AM (EDT)  
VERA/VSIP 1:30 PM (EDT) followed by Retirement Overview 3:00 PM (EDT)

The Human Resources Shared Service Center – Research Triangle Park, NC invites you to join us as we present webinar sessions designed to provide employees with an Overview of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) and general information regarding retirement, benefit information and some frequently asked questions.

This is an Adobe Connect web conference session with conference call. Information for the webinar is below.

The sessions are split so that employees can attend the section specifically regarding Early Out and Buyouts and/or also attend the portion that is more generally addressing retirement.

#### **Ex. 6 - Personal Privacy**

URL VERA/VSIP: <https://epawebconferencing.acms.com/r1vco8m2aso/>

URL Retirement Overview:

<https://epawebconferencing.acms.com/r1vco8m2aso/>

**Sign in as a Guest.**



# **SHARED SERVICE CENTER – LAS VEGAS ANNOUNCEMENT**

**ATTEND OUR  
ONLINE WEBINAR TITLED:**

## **VERA/VSIP Overview**

8:15am. to 9:45am (PST)  
12:45pm to 2:15 pm (PST)

11:15am to 12:45pm (EST)  
3:45pm to 5:15pm (EST)

The Human Resources Management Division – Las Vegas invites you to join us as we present a webinar session designed to provide employees with an overview of the Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payment (VSIP) preparation process.

This is an Adobe Connect web conference session with conference call. Information for the webinar is below.

This is an opportunity for all employees to learn about and how to prepare for Early Out and Buyouts. Optional Retirement included.

### **Ex. 6 - Personal Privacy**

URL: <http://epawebconferencing.acms.com/ssclvesb/>

Sign in as a Guest.

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/13/2017 7:58:09 PM  
**To:** Blanding, Donna [Blanding.Donna@epa.gov]  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

The letters were only provided to those OARM employees who are part of our V/V plan. If you didn't receive a letter it means that you are not in a position that is being impacted.

---

**From:** Blanding, Donna  
**Sent:** Thursday, July 13, 2017 3:55 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Oliver, John <Oliver.John@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Correction:

---

**From:** Blanding, Donna  
**Sent:** Thursday, July 13, 2017 3:50 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Oliver, John <Oliver.John@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Ok, thank you, I will do that.

Regards/

Donna S. Blanding, Manager  
Environmental Protection Agency  
Office of Acquisition Management  
Policy, Training & Oversight Division  
Acquisition Policy and Training Service Center  
(202)564-1130

---

**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 3:42 PM  
**To:** Blanding, Donna <Blanding.Donna@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Oliver, John <Oliver.John@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

You need to talk with Kim and/or Pam on OAM's participation in V/V.

---

**From:** Blanding, Donna  
**Sent:** Thursday, July 13, 2017 3:41 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>; Oliver, John <[Oliver.John@epa.gov](mailto:Oliver.John@epa.gov)>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

Hi John, not that I am necessarily considering, but I did not receive and was not included on the distribution of the VERA/VSIP buyout email sent out today.

Regards/

Donna S. Blanding, Manager  
Environmental Protection Agency  
Office of Acquisition Management  
Policy, Training & Oversight Division  
Acquisition Policy and Training Service Center  
(202)564-1130

---

**From:** Showman, John  
**Sent:** Wednesday, July 12, 2017 11:53 AM  
**To:** OARM-ALL <[OARMALL@epa.gov](mailto:OARMALL@epa.gov)>  
**Subject:** Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me tomorrow. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact your Office Director or Deputy Office Director with any questions you may have about our VERA/VSIP.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 3/23/2017 10:02:00 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** Re: path forward on the EO for restructuring

I did change VV info before giving to holly earlier this week. Donna has electronic version.

Sent from my iPhone

On Mar 23, 2017, at 5:47 PM, Cooper, Marian <Cooper.Marian@epa.gov> wrote:

U change this?

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

<image003.png>

---

**From:** Hart, Debbi  
**Sent:** Thursday, March 23, 2017 5:12 PM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** FW: path forward on the EO for restructuring

Marian—

As mentioned, I'm not sure if anything was modified on the attached V/V piece after it left me. Will send RIF update from Showman next.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:27 AM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>  
**Subject:** RE: path forward on the EO for restructuring  
**Importance:** High

Please see attached and let me know if we hit everything.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Tuesday, March 21, 2017 8:01 AM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** Re: path forward on the EO for restructuring

It would probably be good to give holly some info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)> wrote:

Donna:

Will do.

Wes

---

**From:** Vizian, Donna  
**Sent:** Monday, March 20, 2017 9:39 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

**From:** "Greaves, Holly" <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)>  
**Date:** March 20, 2017 at 9:32:28 PM EDT  
**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
**Cc:** "Bloom, David" <[Bloom.David@epa.gov](mailto:Bloom.David@epa.gov)>  
**Subject:** Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna  
<[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves,  
Holly <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)> wrote:

Hi Donna, of course! I'll  
look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at  
6:21 PM, Vizian, Donna  
<[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>  
wrote:

Hi  
Holly,

I was  
speaking  
with  
David  
this  
evening  
about  
how do  
we  
approach  
the  
EOP on  
restructuring.  
Would  
it be OK  
if I  
come  
to your  
9:00  
with  
David  
on  
Wednesday  
so  
we can  
talk

about  
ideas?  
thanks

<Workforce ReshapingVOverviewMarch2017 (003).docx>

**To:** Lemley, Lauren[Lemley.Lauren@epa.gov]  
**From:** Showman, John  
**Sent:** Fri 5/5/2017 4:22:41 PM  
**Subject:** Fwd: Workforce Reshaping One Pager -- any comments due noon tomorrow  
V-V Discussion Document 5.5.17 with OAM edits.docx  
ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** "Patrick, Kimberly" <Patrick.Kimberly@epa.gov>  
**Date:** May 5, 2017 at 11:01:09 AM EDT  
**To:** "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>, "Noga, Vaughn" <Noga.Vaughn@EPA.GOV>, "Petrole, Maryann" <Petrole.Maryann@epa.gov>, "Polk, Denise" <Polk.Denise@epa.gov>, "Neal, Kerry" <neal.kerry@epa.gov>, "Legare, Pamela" <Legare.Pamela@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Lynch, Mary-Kay" <Lynch.Mary-Kay@epa.gov>  
**Cc:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Cooper, Marian" <Cooper.Marian@epa.gov>, "Bell, Matthew" <Bell.Matthew@epa.gov>  
**Subject:** RE: Workforce Reshaping One Pager -- any comments due noon tomorrow

Lynnann,

Attached please find OAM's edits to the Discussion Document. If you have any questions, please let me know.

***Kimberly Y. Patrick, Director***

EPA Office of Acquisition Management

1300 Pennsylvania Avenue, NW

Washington, DC 20004

Phone: (202) 564-4310

Fax: (202) 565-2475



Email: [Patrick.kimberly@epa.gov](mailto:Patrick.kimberly@epa.gov)

**From:** Hitchens, Lynnann

**Sent:** Thursday, May 04, 2017 11:52 AM

**To:** Noga, Vaughn <[Noga.Vaughn@EPA.GOV](mailto:Noga.Vaughn@EPA.GOV)>; Petrole, Maryann <[Petrole.Maryann@epa.gov](mailto:Petrole.Maryann@epa.gov)>; Polk, Denise <[Polk.Denise@epa.gov](mailto:Polk.Denise@epa.gov)>; Neal, Kerry <[neal.kerry@epa.gov](mailto:neal.kerry@epa.gov)>; Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>; Legare, Pamela <[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Lynch, Mary-Kay <[Lynch.Mary-Kay@epa.gov](mailto:Lynch.Mary-Kay@epa.gov)>

**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Cooper, Marian <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)>; Bell, Matthew <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>

**Subject:** Workforce Reshaping One Pager -- any comments due noon tomorrow

Attached is the one pager that is due to OHR tomorrow. We tried to capture all the information we received in a series of "themes." Please let me know if there is anything missing, or if you have comments/suggestions. We will use this document as the building block for the 2 page business case, due on May 24<sup>th</sup>.

The second document (V-V Discussion Document) contains a table for each office, along with some notes from our meeting. Thanks to those that got back to Lauren with details. This is the document that we will use to populate the template that accompanies the business case.

Stay tuned – more to come.

Lynnann Hitchens

Acting Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

P: 202-564-3184

M: 202-617-0738



**To:** Legare, Pamela[Legare.Pamela@epa.gov]  
**From:** Showman, John  
**Sent:** Mon 7/17/2017 5:16:09 PM  
**Subject:** RE: V/V Applicants as of Noon today

I just emailed it to her private account and copied you and Kim ....

**From:** Legare, Pamela  
**Sent:** Monday, July 17, 2017 1:15 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Subject:** RE: V/V Applicants as of Noon today

She is currently on LWOP.

Pamela D. Legare, Deputy Director

Office of Acquisition Management (OAM)

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Room # 61234  
Mail Stop: 3801R  
Washington, DC 20460  
(202) 564-4310 (Phone)

(937) 205-3694 (Mobile)  
(202) 565-2475 (FAX)  
Email: [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov)

**From:** Showman, John  
**Sent:** Monday, July 17, 2017 1:14 PM  
**To:** Legare, Pamela <[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>  
**Cc:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>  
**Subject:** RE: V/V Applicants as of Noon today  
**Importance:** High

Probably hasn't had enough time for the mail --- the package was mailed last Thursday. My guess is she should get in the next day or so as I understand she is out of state? Other option is private email account? Is she on extended sick leave?

**From:** Legare, Pamela  
**Sent:** Monday, July 17, 2017 1:12 PM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>  
**Subject:** RE: V/V Applicants as of Noon today

Yes. She just sent me an email indicating that she hasn't received anything yet.

Pamela D. Legare, Deputy Director

Office of Acquisition Management (OAM)

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Room # 61234  
Mail Stop: 3801R  
Washington, DC 20460  
(202) 564-4310 (Phone)

(937) 205-3694 (Mobile)  
(202) 565-2475 (FAX)  
Email: [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov)

**From:** Showman, John  
**Sent:** Monday, July 17, 2017 1:11 PM  
**To:** Legare, Pamela <Legare.Pamela@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Subject:** RE: V/V Applicants as of Noon today  
**Importance:** High

**Ex. 6 - Personal Privacy** If so, I know she was getting a certified letter as it was mailed last Thursday

.....

**From:** Legare, Pamela  
**Sent:** Monday, July 17, 2017 1:09 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Subject:** RE: V/V Applicants as of Noon today

Hi John,

We have another employee who is interested in applying but hasn't received her notification as of yet via mail as she is out on extended leave. She does not have her EPA computer. Who should I reach out to for assistance?

Pamela D. Legare, Deputy Director

Office of Acquisition Management (OAM)

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Room # 61234  
Mail Stop: 3801R  
Washington, DC 20460  
(202) 564-4310 (Phone)

(937) 205-3694 (Mobile)  
(202) 565-2475 (FAX)  
Email: [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov)

**From:** Showman, John  
**Sent:** Monday, July 17, 2017 12:10 PM  
**To:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>; Legare, Pamela  
<[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>  
**Subject:** V/V Applicants as of Noon today  
**Importance:** High

Here are the names of the V/V applications received so far from OAM – and remember they can pull them back ...

Linda McKay

Silvia Saracco (Arron not convinced she's leaving)

John Oliver

Sylvia Danley-Smith

Carol Reid

Pat Bowlding

Doug Baptist

John L Showman III, Acting Principal Deputy Assistant Administrator

Office of Administration and Resources Management

US Environmental Protection Agency

202-564-5341

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 3/23/2017 10:00:52 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** Re: Workforce Reshaping RIF

??? Arron gave Donna updated info on R today.

Sent from my iPhone

On Mar 23, 2017, at 5:48 PM, Cooper, Marian <Cooper.Marian@epa.gov> wrote:

Or this?

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233

<image003.png>

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**From:** Hart, Debbi  
**Sent:** Thursday, March 23, 2017 5:14 PM  
**To:** Cooper, Marian <Cooper.Marian@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** FW: Workforce Reshaping RIF

The RIF piece that John tweaked.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 1:49 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

<Workforce Reshaping RIF.docx>



Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 3/23/2017 2:38:35 PM  
**To:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Question

Thanks.

Sent from my iPhone

> On Mar 23, 2017, at 9:23 AM, Kuhns, Jason <Kuhns.Jason@epa.gov> wrote:  
>  
> John,  
> I've added the OARM roster to the previous document. The columns to the right provide the eligibility  
information.  
> Let me know if there are any questions.  
>  
> Thanks,  
>  
> Jason Kuhns  
> U.S. Environmental Protection Agency  
> Office of Human Resources  
> 202-564-3236  
> kuhns.jason@epa.gov  
>  
> From: Hart, Debbi  
> Sent: Thursday, March 23, 2017 8:52 AM  
> To: Kuhns, Jason <Kuhns.Jason@epa.gov>  
> Subject: Fwd: Question  
>  
> Can you get John OARM chart with grades and names? Thx!  
>  
> Sent from my iPhone  
>  
> Begin forwarded message:  
> From: "Showman, John" <Showman.John@epa.govmailto:Showman.John@epa.gov>  
> Date: March 22, 2017 at 10:41:41 PM EDT  
> To: "Hart, Debbi" <Hart.Debbi@epa.govmailto:Hart.Debbi@epa.gov>  
> Subject: Re: Question  
> Can I get something with names??  
>  
> Sent from my iPhone  
>  
> On Mar 21, 2017, at 11:38 AM, Hart, Debbi <Hart.Debbi@epa.govmailto:Hart.Debbi@epa.gov> wrote:  
> Here you go. Let us know if this works or if you need other cuts.  
>  
> From: Kuhns, Jason  
> Sent: Tuesday, March 21, 2017 11:18 AM  
> To: Hart, Debbi <Hart.Debbi@epa.govmailto:Hart.Debbi@epa.gov>  
> Subject: RE: Question  
>  
> Does this work?  
>  
> Thanks,  
>  
> Jason Kuhns  
> U.S. Environmental Protection Agency  
> Office of Human Resources  
> 202-564-3236  
> kuhns.jason@epa.govmailto:kuhns.jason@epa.gov  
>  
> From: Hart, Debbi  
> Sent: Tuesday, March 21, 2017 10:43 AM  
> To: Showman, John <Showman.John@epa.govmailto:Showman.John@epa.gov>  
> Cc: Kuhns, Jason <Kuhns.Jason@epa.govmailto:Kuhns.Jason@epa.gov>  
> Subject: RE: Question  
>  
> Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series. Stay tuned.  
>  
>  
> From: Showman, John

> Sent: Tuesday, March 21, 2017 9:42 AM  
> To: Hart, Debbi <Hart.Debbi@epa.gov<mailto:Hart.Debbi@epa.gov>>  
> Subject: Question  
>  
> I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles ..... and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?  
>  
>  
> <OARM Eligibility.xlsx>  
> <OARM Eligibility.xlsx>

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 5/4/2017 2:47:47 PM  
**To:** Cooper, Marian [Cooper.Marian@epa.gov]  
**Subject:** RE: New VERA and VSIP Streamlined Templates are Available

Thanks – Donna shared last night

---

**From:** Cooper, Marian  
**Sent:** Thursday, May 04, 2017 10:45 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: New VERA and VSIP Streamlined Templates are Available

Marian Pechmann Cooper  
Chief of Staff  
Office of Administration and Resources Management  
William Jefferson Clinton Federal Building-NORTH (3330)  
Washington, DC 20460  
office number -- 202 564-0620  
office fax -- 202 564-0233



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**From:** Santiago, Octavio J. [<mailto:Octavio.Santiago@opm.gov>]  
**Sent:** Thursday, May 04, 2017 10:40 AM  
**To:** Workforce <[Workforce@opm.gov](mailto:Workforce@opm.gov)>  
**Subject:** New VERA and VSIP Streamlined Templates are Available

Colleagues – I am pleased to announce the availability of OPM’s new streamlined template forms that agencies may use to request Voluntary Early Retirement Authority (VERA) and/or Voluntary Separation Incentive Payment (VSIP) authority. These new forms are designed to simplify and streamline the collection of information OPM is required to consider when evaluating an agency’s request for VERA and/or VSIP. While the simplified templates can’t replace the need for thorough agency-level strategic workforce planning to identify the positions/skills/functions that need to be reduced or eliminated to achieve a future desired state/workforce plan, we believe the new templates will make things much easier once you have decided that a VERA and/or VSIP is the right human capital tool for the job.

Also attached is a “Top 10 Frequently Asked Questions” document that covers some of the more commonly asked questions about VERA and VSIP.

The OPM team stands ready to expedite VERA/VSIP requests, as well as to provide technical assistance and services in support of your workforce reshaping needs. If you have any follow-up questions regarding VERA, VSIP and/or the templates, please email [workforce@opm.gov](mailto:workforce@opm.gov)

Best -

Mark

Mark Reinhold

*Associate Director, Employee Services  
and Chief Human Capital Officer*

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/17/2017 5:15:46 PM  
**To:** smoroni360@gmail.com  
**CC:** Legare, Pamela [Legare.Pamela@epa.gov]; Patrick, Kimberly [Patrick.Kimberly@epa.gov]  
**BCC:** Showman, John [Showman.John@epa.gov]  
**Subject:** FW: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM  
**Attachments:** Attachment A.docx; Attachment B.docx; Attachment C.docx; Attachment D.docx

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**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 8:27 AM  
**Subject:** Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

The U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer Voluntary Separation Incentive Payment (buy-out) and Voluntary Early Retirement Authority (early-out) opportunities. As our organization explores various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission. This decision was not made lightly; we value our dedicated employees and appreciate the work you perform on behalf of the American people.

In accordance with statute and regulations, we identified the specific grades, occupational series, and geographic locations designated for VERA and VSIP for OPM and OMB, and have received their approval for the categories identified in Attachment A. The maximum number of VSIPs offered to employees in OARM will be 98. If the number of applications received exceeds the maximum number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date for leave and then on entry on duty date (total EPA years of service). If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of VSIP offers that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Human Resources Shared Service Center in Cincinnati can provide you with more information regarding your benefits and retirement, and can assist you with obtaining a retirement annuity estimate (OARM-RTP employees should contact the HR Shared Service Center in RTP). Attachment C provides contact information for this purpose.

**If you decide to apply, you should do so early in the application period, which opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Applications submitted between 12:00 a.m. EST, July 13, 2017 and 11:59 p.m. EST, July 26, 2017, will be accepted on a first come, first served basis if the number of applications does not exceed the maximum VERA/VSIP offers available.**

Applications will only be accepted during this period using the online application system. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA and/or VSIP, you must depart during the separation window which ends on September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help OARM most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Showman, John  
**Sent:** Tue 5/2/2017 5:24:25 PM  
**Subject:** FW: Reorg EO - draft workplan  
reorg eo planning 5-2-17.docx

I like this version -- -much more generic

**From:** Kenny, Shannon  
**Sent:** Tuesday, May 02, 2017 12:48 PM  
**To:** Greaves, Holly <greaves.holly@epa.gov>; Dravis, Samantha <dravis.samantha@epa.gov>; Brown, Byron <brown.byron@epa.gov>; Bloom, David <Bloom.David@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Osborne, Howard <Osborne.Howard@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** Reorg EO - draft workplan

Hi everyone, per our discussion last week, here is an updated DRAFT workplan for the Reorganization EO effort.

This version matches the language in the EO and guidance closely. I have included a table suggesting each of the next steps, who would be responsible, and timeframe for discussion. Feel free to send edits in advance of the meeting, or we can simply discuss at our meeting tomorrow.

We have a draft SOW that corresponds with contractor activities in the table as well.

Shannon

Shannon Kenny

Principal Deputy Associate Administrator

U.S. EPA Office of Policy

Ex. 6 - Personal Privacy (mobile)





Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/24/2017 4:33:48 PM  
**To:** Flynn, Mike [Flynn.Mike@epa.gov]  
**Subject:** Updated Count of VERA VSIP Applications Received

FYI --- Updated count ...

As of 12:15 this afternoon, **Ex. 5 - Deliberative Process** applications have been received agency-wide.  
Below is the breakdown by SSC and then by Program/Region.

ALL by HR SSC

## Ex. 5 - Deliberative Process

## Ex. 5 - Deliberative Process

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 3/23/2017 2:31:19 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Workforce Reshaping

In back to back until this afternoon.

Sent from my iPhone

On Mar 23, 2017, at 10:02 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

---

**From:** Hart, Debbi  
**Sent:** Wednesday, March 22, 2017 3:35 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Workforce Reshaping

Hey-

Do you have time for a 5min call? I need to get confirmation of a couple of things. Thanks. D

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 1:49 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Workforce Reshaping RIF

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

Message

---

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 5/2/2017 12:11:11 PM  
**To:** Noga, Vaughn [Noga.Vaughn@EPA.GOV]  
**Subject:** RE: Talking Points - revisited

David believes we can still do V/V

---

**From:** Noga, Vaughn  
**Sent:** Tuesday, May 02, 2017 7:57 AM  
**To:** Showman, John <Showman.John@epa.gov>  
**Subject:** Talking Points - revisited

John,

# Ex. 5 - Deliberative Process

Vaughn

Vaughn Noga  
Director, Office of Administration  
Office of Administration and Resources Management  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave  
Washington DC 20460

Message

---

**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/12/2017 4:02:08 PM  
**To:** Gray, David [gray.david@epa.gov]  
**Subject:** FW: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

This is the message I sent to OARM-ALL ..... the part in yellow you will need to identify for Region 6 ....

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**From:** Showman, John  
**Sent:** Wednesday, July 12, 2017 11:53 AM  
**To:** OARM-ALL <OARMALL@epa.gov>  
**Subject:** Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me tomorrow. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact your Office Director or Deputy Office Director with any questions you may have about our VERA/VSIP.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/24/2017 4:32:53 PM  
**To:** Helm, Arron [Helm.Arron@epa.gov]  
**CC:** Collins, BJ [Collins.BJ@epa.gov]  
**Subject:** RE: VERA VSIP Applications Received

What Service! Thanks

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**From:** Helm, Arron  
**Sent:** Monday, July 24, 2017 12:32 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Collins, BJ <Collins.BJ@epa.gov>  
**Subject:** FW: VERA VSIP Applications Received

Just in

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**From:** Bowman, Chelsea  
**Sent:** Monday, July 24, 2017 12:18 PM  
**To:** Martinson, Alice <Martinson.Alice@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>  
**Cc:** Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Ashley, Cheryl <Ashley.Cheryl@epa.gov>; Scribbs, Alison <scribbs.alison@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>  
**Subject:** VERA VSIP Applications Received

As of 12:15 this afternoon Ex. 5 - Deliberative Process applications have been received agency-wide.  
Below is the breakdown by SSC and then by Program/Region.

# **Ex. 5 - Deliberative Process**

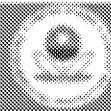
# **Ex. 5 - Deliberative Process**

-Chelsea

Chelsea Bowman  
Human Resources Specialist  
U.S. Environmental Protection Agency  
OARM-RTP/HRMD  
Research Triangle Park, NC 27711  
Phone: 919-541-4215  
Fax: 919-541-0724  
[bowman.chelsea@epa.gov](mailto:bowman.chelsea@epa.gov)

OARM-RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**To:** Legare, Pamela[Legare.Pamela@epa.gov]  
**From:** Showman, John  
**Sent:** Mon 7/17/2017 5:11:02 PM  
**Subject:** RE: V/V Applicants as of Noon today

Also, does she have access to email via a private account?

**From:** Legare, Pamela  
**Sent:** Monday, July 17, 2017 1:09 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Patrick, Kimberly <Patrick.Kimberly@epa.gov>  
**Subject:** RE: V/V Applicants as of Noon today

Hi John,

We have another employee who is interested in applying but hasn't received her notification as of yet via mail as she is out on extended leave. She does not have her EPA computer. Who should I reach out to for assistance?

Pamela D. Legare, Deputy Director

Office of Acquisition Management (OAM)

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Room # 61234  
Mail Stop: 3801R  
Washington, DC 20460  
(202) 564-4310 (Phone)

**Ex. 6 - Personal Privacy**

(202) 565-2475 (FAX)  
Email: [legare.pamela@epa.gov](mailto:legare.pamela@epa.gov)



**From:** Showman, John  
**Sent:** Monday, July 17, 2017 12:10 PM  
**To:** Patrick, Kimberly <[Patrick.Kimberly@epa.gov](mailto:Patrick.Kimberly@epa.gov)>; Legare, Pamela  
<[Legare.Pamela@epa.gov](mailto:Legare.Pamela@epa.gov)>  
**Subject:** V/V Applicants as of Noon today  
**Importance:** High

Here are the names of the V/V applications received so far from OAM – and remember they can pull them back ...

Linda McKay

Silvia Saracco (Arron not convinced she's leaving)

John Oliver

Sylvia Danley-Smith

Carol Reid

Pat Bowlding

Doug Baptist

John L Showman III, Acting Principal Deputy Assistant Administrator

Office of Administration and Resources Management

US Environmental Protection Agency

202-564-5341

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/24/2017 4:30:55 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Collins, BJ [Collins.BJ@epa.gov]  
**Subject:** Latest V/V Count

I didn't see one Friday evening --- can I get a quick count for the Senior Staff Meeting at 1pm?

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 4/27/2017 1:01:40 PM  
**To:** Shaw, Betsy [Shaw.Betsy@epa.gov]  
**Subject:** RE: Is there a deputies meeting today?

Yes --- I forwarded the meeting invite from my calendar to you .... Haven't seen any agenda yet

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

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**From:** Shaw, Betsy  
**Sent:** Thursday, April 27, 2017 8:56 AM  
**To:** Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Is there a deputies meeting today?

Noon?

---

**From:** Showman, John  
**Sent:** Thursday, April 27, 2017 8:56 AM  
**To:** Shaw, Betsy <Shaw.Betsy@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>  
**Subject:** RE: Is there a deputies meeting today?

It's the joint DAA/DRA meeting – in my conference room at noon.

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**From:** Shaw, Betsy  
**Sent:** Thursday, April 27, 2017 8:52 AM  
**To:** Showman, John <Showman.John@epa.gov>; Osborne, Howard <Osborne.Howard@epa.gov>  
**Subject:** Is there a deputies meeting today?

Hi John and Howard,

I thought I had seen a deputies meeting on my calendar today but it's no longer there. I fear it may have been accidentally deleted. Let me know if we're on, and if so, where and when.

Many thanks,

Betsy

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/20/2017 12:37:37 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: V/V Information

Do I need copies of anything you provided him?

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**From:** Vizian, Donna  
**Sent:** Thursday, July 20, 2017 8:36 AM  
**To:** Jackson, Ryan <jackson.ryan@epa.gov>  
**Cc:** Showman, John <Showman.John@epa.gov>  
**Subject:** V/V Information

Ryan,

Do you need anything else on V/V?

I also wanted to let you know that I will be out starting tomorrow and all next week. John is around, so if you need anything, please let him know.

Best,  
Donna

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 3/21/2017 5:49:09 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Workforce Reshaping RIF  
**Attachments:** Workforce Reshaping RIF.docx

This is what Arron/Debbi sent with the V/V info. I changed to reflect OARM (vs SSC/ERD).

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/20/2017 12:34:53 PM  
**To:** Rodrigues, Cecil [rodrigues.cecil@epa.gov]  
**Subject:** FW: VERA VSIP Applications Received

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**From:** Helm, Arron  
**Sent:** Wednesday, July 19, 2017 5:11 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Fwd: VERA VSIP Applications Received

ALL by HR SSC

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**



Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 6/6/2017 2:57:46 PM  
**To:** Helm, Arron (Helm.Arron@epa.gov) [Helm.Arron@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]  
**Subject:** FW: Freeze of Targeted V/V Positions

FYI


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**From:** Vizian, Donna  
**Sent:** Tuesday, June 06, 2017 10:39 AM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; ARA <ARA@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Freeze of Targeted V/V Positions

OPM's VERA guidance requires that VERA eligible employees serve in a position for a minimum time specified by OPM (usually 30 days prior to the date of the agency request). Given the current schedule for submitting our V/V business case later this month, please be aware that movement in and out of all targeted positions through reassignments, reorganizations, etc. must cease effective immediately. The prohibition on movement in and out of targeted positions extends to VSIP targeted positions too.

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/17/2017 1:29:27 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** OARM now has  V/V Applications

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/18/2017 8:14:50 PM  
**To:** McIlwain, Serena [McIlwain.Serena@epa.gov]  
**Subject:** Fwd: VERA VSIP Applications Received

Sent from my iPhone

Begin forwarded message:

**From:** "Helm, Arron" <Helm.Arron@epa.gov>  
**Date:** July 18, 2017 at 4:10:45 PM EDT  
**To:** "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>  
**Subject:** VERA VSIP Applications Received

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/18/2017 8:11:34 PM  
**To:** Bloom, David [Bloom.David@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]  
**Subject:** Fwd: VERA VSIP Applications Received

Latest update.

Sent from my iPhone

Begin forwarded message:

**From:** "Helm, Arron" <Helm.Arron@epa.gov>  
**Date:** July 18, 2017 at 4:10:45 PM EDT  
**To:** "Showman, John" <Showman.John@epa.gov>, "Vizian, Donna" <Vizian.Donna@epa.gov>  
**Cc:** "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>  
**Subject:** VERA VSIP Applications Received

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

# **Ex. 5 - Deliberative Process**

Message

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**From:** Showman, John [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4A5D6E83FBF5499E93CC6B41090245B2-JSHOWMAN]  
**Sent:** 7/17/2017 8:14:40 PM  
**To:** Greene, Diane [greene.diane@epa.gov]  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

No – our VERA/VSIP proposal and approval was based on the current legal authority amount of \$25K. Congress has not approved the higher amount of up to \$40K for any non-DOD federal agency.

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**From:** Greene, Diane  
**Sent:** Monday, July 17, 2017 3:56 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Thanks John.

Do you know if we will be offered the 40K instead of 25K? I know the White House wants that to happen not sure if Congress does or will approve?

---

**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 8:21 PM  
**To:** Greene, Diane <greene.diane@epa.gov>  
**Subject:** Fwd: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities in OARM

Sent from my iPhone

Begin forwarded message:

**From:** "Showman, John" <Showman.John@epa.gov>  
**Date:** July 13, 2017 at 8:27:19 AM EDT  
**To:** "Louis, Patricia" <Louis.Patricia@epa.gov>, "Bell, Shirley" <Bell.Shirley@epa.gov>, "Black, Cheryl" <black.cheryl@epa.gov>, "Davis, MichaelH" <Davis.MichaelH@epa.gov>, "Lluberas, Luis" <Lluberas.Luis@epa.gov>, "Amorosi, Joanne" <Amorosi.Joanne@epa.gov>, "Allen, Shakethia" <allen.shakethia@epa.gov>, "Neely, Rodney" <Neely.Rodney@epa.gov>, "Mckay, Linda" <Mckay.Linda@epa.gov>, "Saracco, Silvia" <Saracco.Silvia@epa.gov>, "Chenkin, Howard" <Chenkin.Howard@epa.gov>, "Clarke, Denise" <clarke.denise@epa.gov>, "Valentino, Thomas" <Valentino.Thomas@epa.gov>, "Lyles, Dianne" <lyles.dianne@epa.gov>, "Sutton, Donald" <Sutton.Donald@epa.gov>, "Gillis-Massey, Martina" <gillis-massey.martina@epa.gov>, "Nelson-Palmer, Brian" <nelson-palmer.brian@epa.gov>, "Gray, RobertA" <Gray.RobertA@epa.gov>, "Madison, Tommie" <MADISON.TOMMIE@EPA.GOV>, "Macht, Jennifer" <Macht.Jennifer@epa.gov>, "Hubbell, Holly" <Hubbell.Holly@epa.gov>, "Brown, Dawn" <Brown.Dawn@epa.gov>, "Baptist, Douglas" <Baptist.Douglas@epa.gov>, "Moroni, Susan" <moroni.susan@epa.gov>, "Vaughn, Celia" <Vaughn.Celia@epa.gov>, "Koehler, Alfred" <koehler.alfred@epa.gov>, "Tonsil, Pauline" <tonsil.pauline@epa.gov>, "Oliver, John" <Oliver.John@epa.gov>, "Brunecz, Michelle" <Brunecz.Michelle@epa.gov>, "Danley-Smith, Sylvia" <Danley-Smith.Sylvia@epa.gov>, "ODEND'HAL, JULIANNE" <OdendHal.Julianne@epa.gov>, "Alston, Lawrence" <Alston.Lawrence@epa.gov>, "Greene,